

cPet

User Manual

Version 2.4

*A Guide to the CSDR Planning
& Execution Tool*

July 2013



Contents

1. Introduction.....	8
1.1 cPet Overview:.....	8
1.2 What's New?.....	9
1.3 Getting Started	11
1.3.1 Cost and Software Data Reporting Plans:.....	11
1.3.2 Cost and Software Data Reporting: Cost Reports.....	12
2. Tutorials	13
2.1 Importing Existing Plans.....	13
2.1.1 Importing a Program Plan.....	13
2.1.2 Viewing the Basic Information.....	17
2.1.3 Viewing the WBS Editor	20
2.1.4 Viewing the Submission Events	22
2.1.5 Importing a Contract Plan.....	23
2.1.6 Importing a Subcontract Plan.....	29
2.1.7 Linking Documents.....	37
2.1.8 Converting Plans to 2011 Version	41
2.1.8.1 Converting from 2003 to 2011:.....	43
2.1.8.2 Converting from 2007 to 2011:.....	44
2.1.9 Importing Errors to Avoid	44
2.2 Creating Plans	51
2.2.1 Create a Plan	51
2.2.1.1 Create a New Program Plan.....	51
2.2.1.2 Create a New Contract/Subcontract Plan.....	54

2.2.1.2.1 Inherit from Parent Plan (Using RDT).....	55
2.2.1.2.2 Create New Plan	58
2.2.1.2.3 Clone Existing Plan.....	59
2.2.2 Edit the Basic Information	61
2.2.2.1 Basic Information of a Program Plan.....	61
2.2.2.2 Basic Information of a Contract/Subcontract Plan	64
2.2.3 Edit the WBS	66
2.2.3.1 Free Edit Mode	71
2.2.4 Edit the Submission Events	72
2.2.5 Build the RDT	77
2.2.5.1 Build a Program RDT	78
2.2.5.2 Build a Contract RDT	87
2.2.6 Exporting Plans	97
2.3 Cost Reports.....	100
2.3.1 Importing Cost Reports.....	100
2.3.1.1 Import DD Form 1921 (Cost Data Summary Report)	100
2.3.1.2 Import DD Form 1921-1 (Functional Cost – Hour Report).....	111
2.3.1.3 Import DD Form 1921-2 (Progress Curve Report).....	123
2.3.1.4 Import DD Form 1921-3 (Contractor Business Data Report)	134
2.3.2 Creating Cost Reports	145
2.3.2.1 Create DD Form 1921 (Cost Data Summary Report).....	145
2.3.2.2 Create DD Form 1921-1 (Functional Cost – Hour Report)	157
2.3.3 Editing/Importing/Exporting Flat Files.....	166
2.3.3.1 Editing a Flat File.....	167
2.3.3.2 Importing a Flat File	170

2.3.3.3 Exporting Cost Reports to a Flat File	173
2.3.4 Comparing Cost Reports.....	175
2.3.5 Validating Cost Reports.....	179
2.3.6 Validation Errors.....	189
2.3.6.1 Contract Plan.....	190
2.3.6.2 1921 vs. Contract Plan	190
2.3.6.3 1921 Internal	191
2.3.6.4 1921-1 vs. Contract Plan.....	193
2.3.6.5 1921-1 vs. 1921.....	194
2.3.6.6 1921-1 Internal.....	194
2.3.6.7 1921-2 vs. Contract Plan.....	195
2.3.6.8 1921-2 vs. 1921.....	196
2.3.6.9 1921-2 vs. 1921-1	196
2.3.6.10 1921-2 Internal.....	197
2.3.6.11 1921-3 Internal.....	197
2.3.7 Validation Error Descriptions	200
2.3.7.1 Contract Plan.....	201
2.3.7.2 1921 vs. Contract Plan	201
2.3.7.3 1921 Internal	203
2.3.7.4 1921-1 vs. Contract Plan.....	212
2.3.7.5 1921-1 vs. 1921.....	213
2.3.7.6 1921-1 Internal.....	217
2.3.7.7 1921-2 vs. Contract Plan.....	226
2.3.7.8 1921-2 vs. 1921.....	227
2.3.7.9 1921-2 vs. 1921-1	228

2.3.7.10 1921-2 Internal.....	228
2.3.7.11 1921-3 Internal.....	231
3. Dialogs	244
3.1 Plan Dialogs	244
3.1.1 Import Plans	244
3.1.2 Conversion Results	244
3.1.3 Create Plans	250
3.1.3.1 Create Program Plan	250
3.1.3.2 Create Contract/Subcontract Plan	251
3.1.4 Basic Info	252
3.1.5 WBS Editor.....	258
3.1.6 Submission Events	262
3.1.6.1 Import Submission Events	266
3.1.7 Select Plan.....	269
3.1.8 RDT.....	271
3.1.9 Export Plan Dialog.....	275
3.2 Cost Report Dialogs	276
3.2.1 Import Cost Reports	276
3.2.2 Conversion Results	277
3.2.2 Flat File Conversion Results	280
3.2.3 Create Cost Reports	282
3.2.4 Basic Info	284
3.2.4.1 Basic Info: DD 1921 Form	284
3.2.4.1.1 2003 Version of 1921.....	285
3.2.4.1.2 2007 Version of 1921:	287

3.2.4.1.3 2011 Version of 1921:	291
3.2.4.2 Basic Info: DD 1921-1 Form	295
3.2.4.2.1 2003 Version of 1921-1:	295
3.2.4.2.2 2007 Version of 1921-1:	296
3.2.4.2.3 2011 Version of 1921-1:	298
3.2.4.3 Basic Info: DD 1921-2 Form	301
3.2.4.3.1 2007 Version of 1921-2	301
3.2.4.3.2 2011 Version of 1921-2	303
3.2.4.4 Basic Info: DD 1921-3 Form	306
3.2.5 Cost Data.....	307
3.2.5.1 Cost Data: DD 1921 Form	308
3.2.5.1.1 2003 Version of 1921.....	308
3.2.5.1.2 2007 & 2011 Version of 1921	309
3.2.5.2 Cost Data: DD 1921-1 Form.....	310
3.2.5.2.1 2003 Version of 1921-1	310
3.2.5.2.2 2007 & 2011 Version of 1921-1	312
3.2.5.3 Cost Data: DD 1921-2 Form.....	314
3.2.5.4 Cost Data: 1921-3 Form.....	316
3.2.6 Cost Report Comparison.....	319
3.2.6.1 Cost Report Comparison: DD 1921 Form	319
3.2.6.2 Cost Report Comparison: DD 1921-1 Form.....	323
3.2.6.3 Select Cost Reports to Compare	328
3.2.6.4 WBS Naming Discrepancies.....	330
3.2.7 Cost Report Validation	330
3.2.7.1 Single Report Validation.....	330

3.2.7.1 Submission Validation	331
3.2.8 Export Cost Reports	336
3.3 General Dialogs	336
3.3.1 Open File.....	336
3.3.2 Linking Documents.....	336
3.3.3 Options	338
3.3.3.1 General Options	338
3.3.3.2 Display Options	339
3.3.3.3 Validation Options	339
3.3.3.4 Import Options	340
3.3.4 Contractor Maintenance.....	341
3.3.4.1 Contractor Selection.....	344
4 Previous Version Notes.....	347
5. References and Useful Links	351
6. Glossary	352

1. Introduction

1.1 cPet Overview:

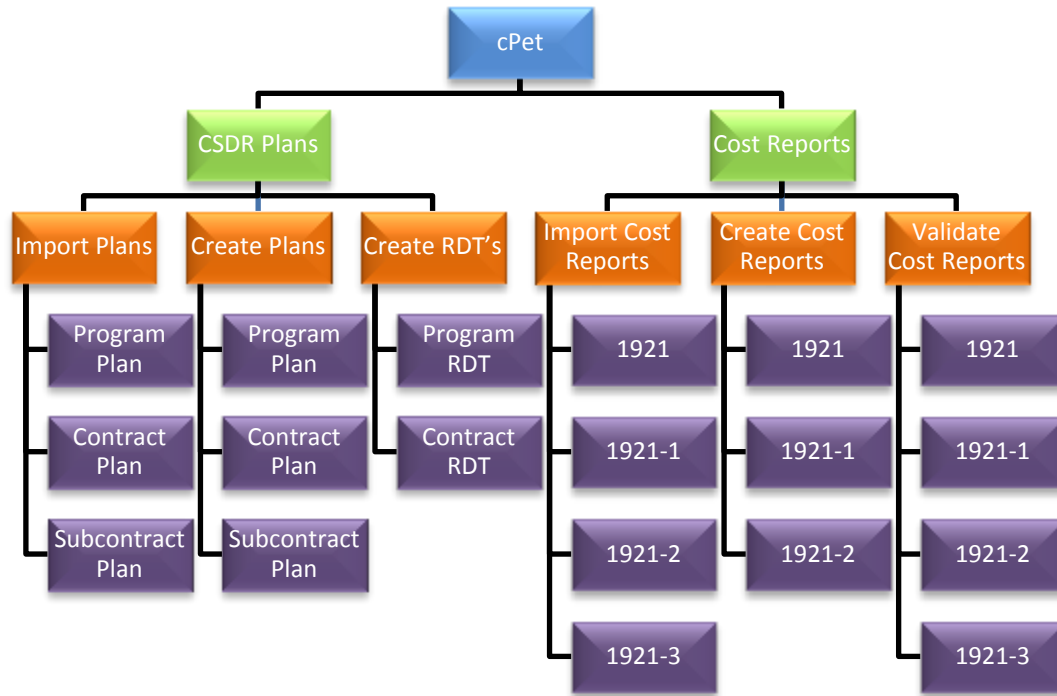
The CSDR Planning and Execution Tool (cPet) is designed to assist in the development of Cost and Software Data Reporting (CSDR) Plans and Cost Reporting. cPet contains multiple functions to assist in plan development and cost reporting.

First, existing program, contract, or subcontract plans (DD Form 2794) can be imported and edited within cPet. The software provides validation of the plan, providing warnings where data is missing or invalid. Additionally, the Work Breakdown Structure (WBS), reporting requirements, and submissions events can be edited within cPet. The user even has the option to create and export the Resource Distribution Table (RDT). Finally, once the plan has been edited and adjusted, an XML version of the plan is automatically created, which can be exported in PDF or MS Excel version of the plan.

Second, program, contract or subcontract plans can be created from scratch. The software provides a step-by-step process to fill out each required field, select and edit a WBS from the Mil-STD-881C, select reporting requirements, define submission events, and create and export an RDT. Similar to imported plans, cPet allows the user to export their plans to either MS Excel or PDF.

Finally, cPet assists in the creating of cost reports, as well as validation. The user can choose to import existing cost reports or they can create their own by importing a flat file. All reports can then be validated for consistency against the CSDR Plan and the Data Item Descriptions. All reporting errors will be shown through the Validation Wizard. Here, an error log displays warnings pertaining to missing, incomplete, inconsistent, and numerically inaccurate data.

The flowchart below shows how cPet is organized into importing and creating CSDR plans, as well as importing and validating cost reports:



1.2 What's New?

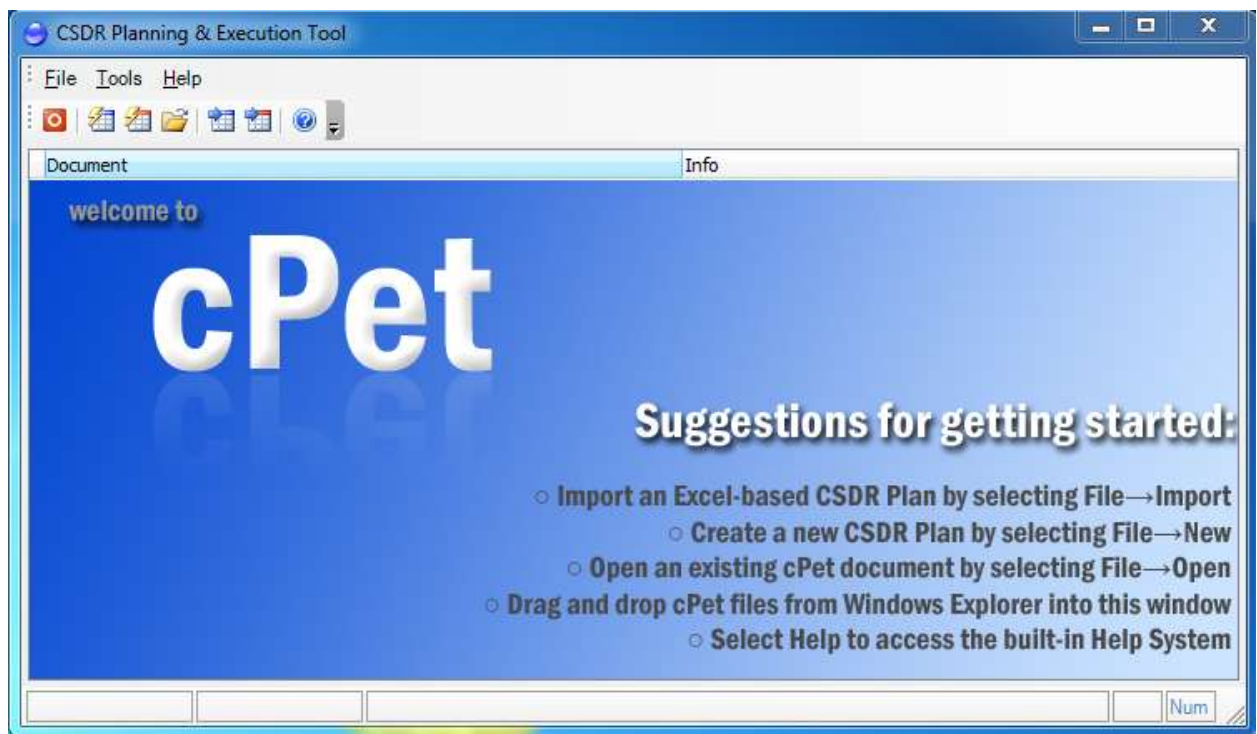
cPet Version 2.4 (July 2013):

1. Modified RDT:
 - a. Information for contract plan performing contractor can be viewed and (partially) edited from its own tab
 - b. Additional fields can be edited for contract plan performing contractor
 - c. Columns for associated contractors/subcontractors can be added and removed directly from within RDT window
2. Modified Contractor selection:
 - a. Removed Contractors view for plans
 - b. Added contractor selection dialog to contract plan Basic Info window; populates fields on Contract Info tab
 - c. Added contractor selection dialog to RDT; populates fields in Contractor Info group box
3. Added new XLS export features:

- a. CWBS
 - b. Flat file template (i.e. partial flat file generated from contract plan)
- 4. Added metadata (header) comparison when validating:
 - a. 1921-1 v 1921
 - b. 1921-2 v 1921
 - c. 1921-2 v 1921-1
- 5. Modified validation rules for 1921:
 - a. 2007: Warning if report is final and total cost remainder is greater than 5% or \$25 million
 - b. 2011: Warning if report is final and total price remainder is greater than 5%
 - c. Added To Date/At Completion comparison for summary elements
- 6. Modified validation rules for 1921-3:
 - a. Separate warnings for each individual "Other" line item if greater than 10% of total
- 7. Added new validation rules for 1921-3:
 - a. Warning if Number of Shifts less than 1 or greater than 3
 - b. Warning if A/F column is not F for past or current years
 - c. Warning if Contract Number reported as "Multiple"
 - d. Warning if dollars reported for Manufacturing Operations, but Equivalent units is zero or null
 - e. Warning if dollars reported but not hours/workers, or vice versa
- 8. Improved functionality for inheriting a contract plan from a program plan:
 - a. Modified to include metadata
 - b. Removed requirement to select contractor from program plan RDT
- 9. Modified plan basic info windows to allow empty dates
- 10. Improved exception handling and error logging
- 11. Removed Validation Wizard
- 12. Fixed bugs

1.3 Getting Started

Once cPet opens, the main screen is displayed:



1.3.1 Cost and Software Data Reporting Plans:

In order to import or create a CSDR plan using cPet, the following options are available:

- ★ Import an Excel-based Program/Contract Plan by selecting File → Import
- ★ Create a new Program/Contract Plan by selecting File → New
- ★ Open an existing cPet document by selecting File → Open
- ★ Drag and drop cPet files from Windows Explorer into this window
- ★ Select Help to access the built in Help System

➡ Proceed to [Importing a Program Plan](#) or [Importing a Contract Plan](#) to begin

1.3.2 Cost and Software Data Reporting: Cost Reports

In order to validate or create cost reports, a valid Contract Plan must be imported using one of the following options:

- ★ Import an Excel-based Program/Contract Plan by selecting File → Import
- ★ Create a new Program/Contract Plan by selecting File → New
- ★ Open an existing cPet document by selecting File → Open
- ★ Drag and drop cPet files from Windows Explorer into this window
- ★ Select Help to access the built in Help System

➡ Proceed to [Validating Cost Reports](#)

➡ Proceed to [Creating Cost Reports from Flat File](#)

➡ Proceed to [Validating a Contractor Business Data Report](#)

2. Tutorials

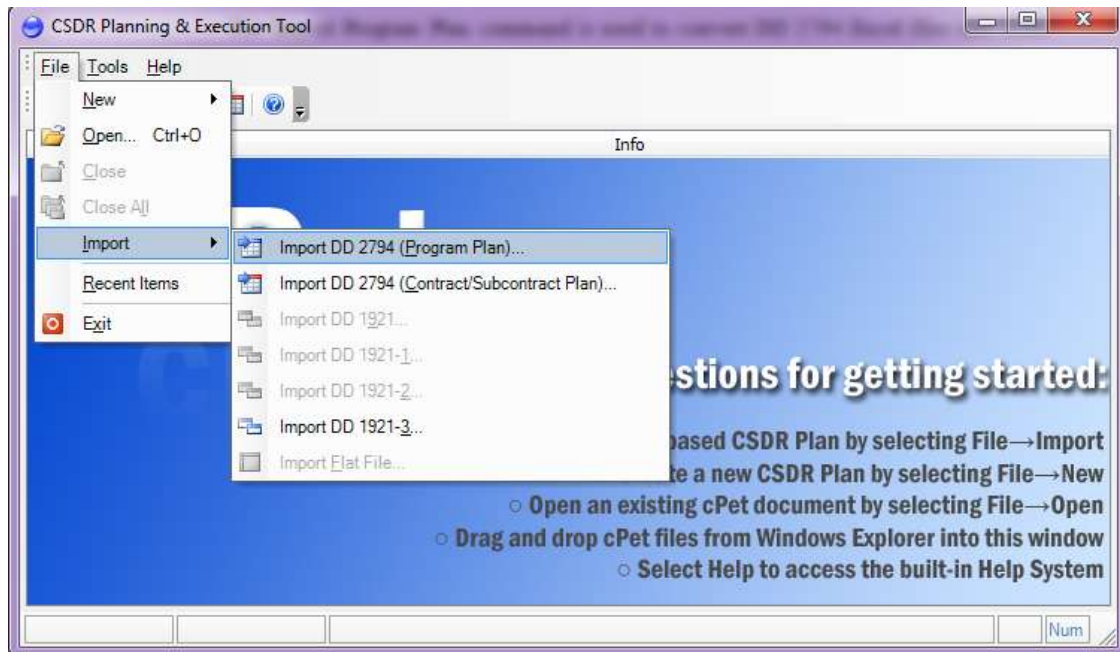
2.1 Importing Existing Plans

2.1.1 Importing a Program Plan

The Import Program Plan command is used to convert DD 2794 Excel files into XML files that can then be reviewed and edited in cPet. To import a program plan, start with this tutorial and then follow the successive tutorials as listed below:

- ➡ [Viewing the Basic Information](#)
- ➡ [Viewing the WBS Editor](#)
- ➡ [Viewing the Submission Events](#)

1. In the main window of cPet, select **File → Import → Import DD 2794 (Program Plan)**:

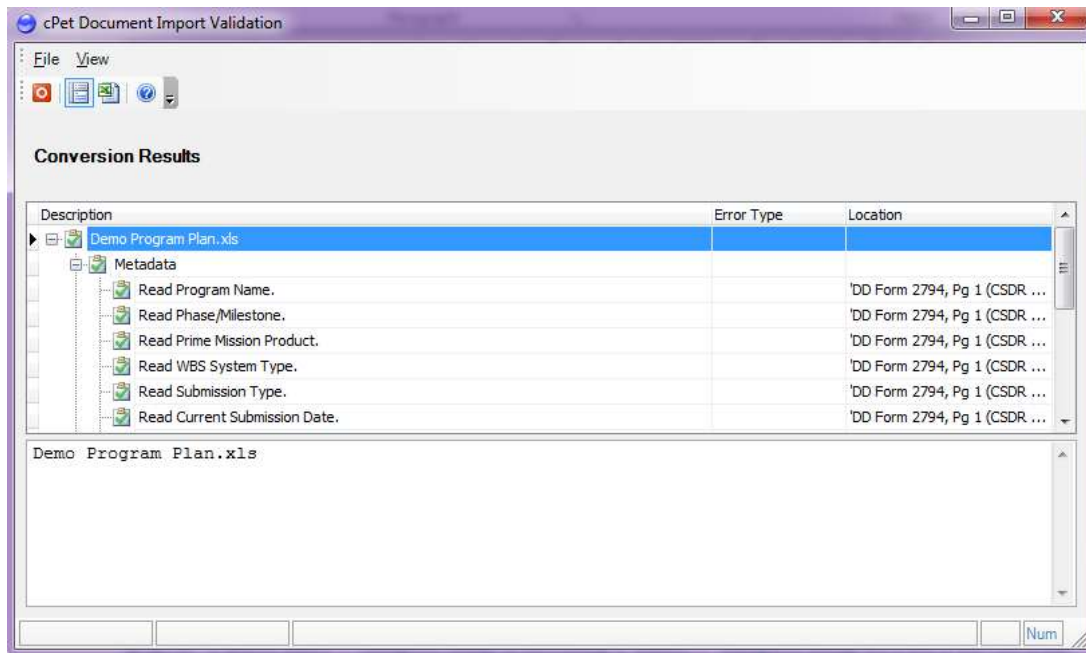




2. Select the file you wish to import, and select “Open”:




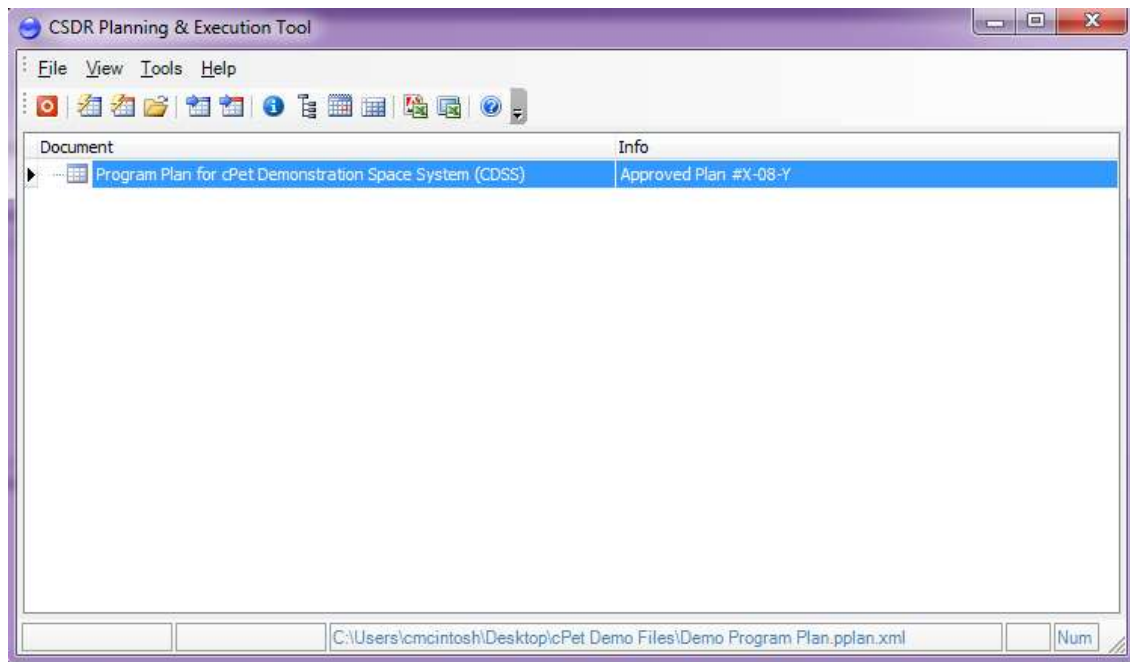
- ❗ *Tip: You can import files that use either Excel 2003 (with an .xls extension) or Excel 2007 (with an .xlsx extension).*
- ❗ *Tip: You must select a program plan that uses the 2003, 2007, or 2011 DD2794 format. The plan in this example uses the 2011 format.*

3. Once the file has finished importing, the Conversion Results window opens:



The green checks  indicate that the data imported correctly, and the yellow warnings  indicate errors. Review these [Conversion Results](#) to anticipate some of the problems that will be seen when comparing the Excel file to the data which imported into cPet.

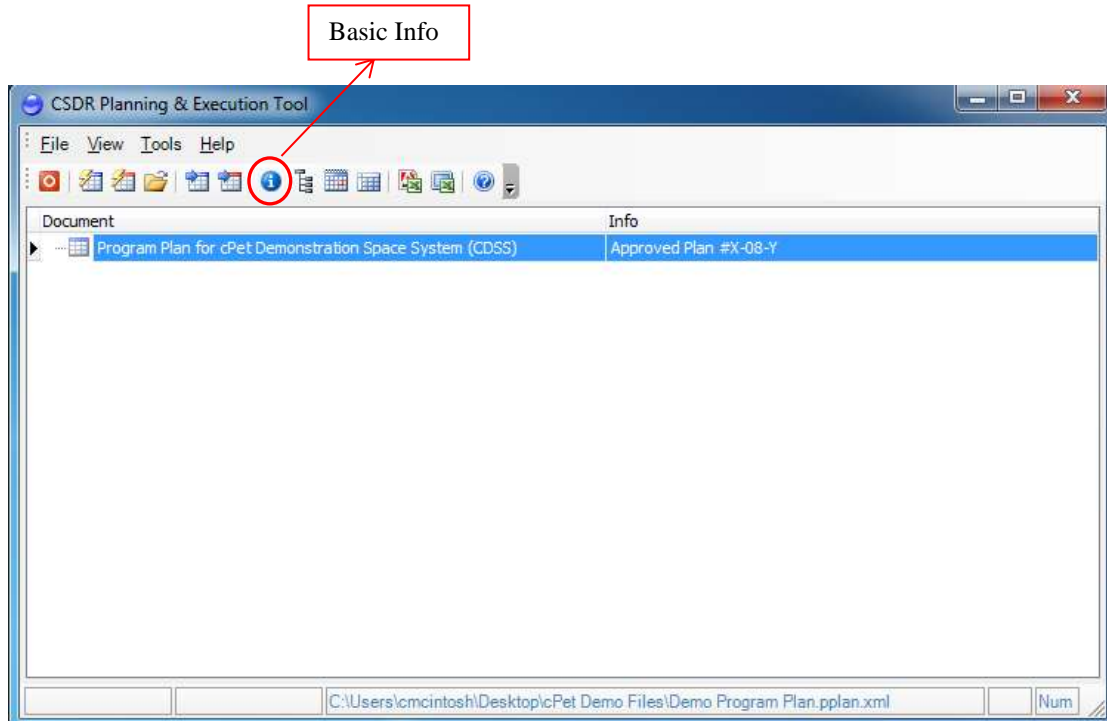
4. After the Conversion Results have been reviewed, the window can be closed using the  Exit icon.
5. The imported Program Plan will now appear on the main screen of cPet:




➡ Proceed to [Viewing the Basic Information](#) to begin reviewing the Program Plan.

2.1.2 Viewing the Basic Information

Once the Program Plan has been imported into cPet, the Basic Information can be viewed and edited:



1. Click on the  Basic Information icon in the main cPet screen:

Basic Info - Program Plan for cPet Demonstration Space System (CDSS)

File Edit

Select WBS System Type from: MIL-STD-881C

Basic Information: DD2794 Narrative Text

Program Name: cPet Demonstration Space System (CDSS)

Phase/Milestone: A

WBS System Type: Space System

Prime Mission Product: Demo PMP

Program (selected), Prime Contract, Subcontract

Plan Specifics:

Initial Submission (selected), Change

Preparing Organization: Demo Organization

Approved Plan Number: X-08-Y

Current Submission Date: 5/12/2008

Last Approved Plan Date: / /

Point of Contact:

POC: cPet User

Address: 123 Tester Lane

Address:

City: Los Angeles

State: CA

Zip: 55555

Phone/Fax: 310-555-5555 310-555-5555

E-Mail: tester@testing.local

Run

2. Verify that all of the header information for your Program Plan imported correctly, and update the information accordingly.
3. Click on the “DD2794 Narrative Text” tab:

Basic Info - Program Plan for cPet Demonstration Space System (CDSS)

File Edit

Basic Information: DD2794 Narrative Text







Description:


- PROGRAM OVERVIEW AND CONTRACTING APPROACH
 - 1. Program Overview
 - 2. Contracting Approach
 - 3. Quantity Overview


PROGRAM OVERVIEW AND CONTRACTING APPROACH

Run

4. Enter the text found in the remarks sections at the bottom of the DD 2794. This field will not import; the text must be entered manually or copied and pasted from the source.
5. Default headings are provided (“Program Overview,” “Contracting Approach,” and “Quantity Overview” for a program plan). However, headings can be added or modified using the following icons:

- a.  Add a new parent heading
- b.  Add a new sibling heading
- c.  Add a new child heading
- d.  Move entry up on the list
- e.  Move entry down on the list
- f.  Delete the heading


 *Tip: Images will not copy into the Narrative Text. This window is strictly text only.*

 *Tip: The "proper" way to organize the Narrative Text is to have a parent header, followed by a child header, followed by the actual descriptive text. For instance, the layout of the Narrative Text should be as follows:*

Parent Header

Child Header

Descriptive Text

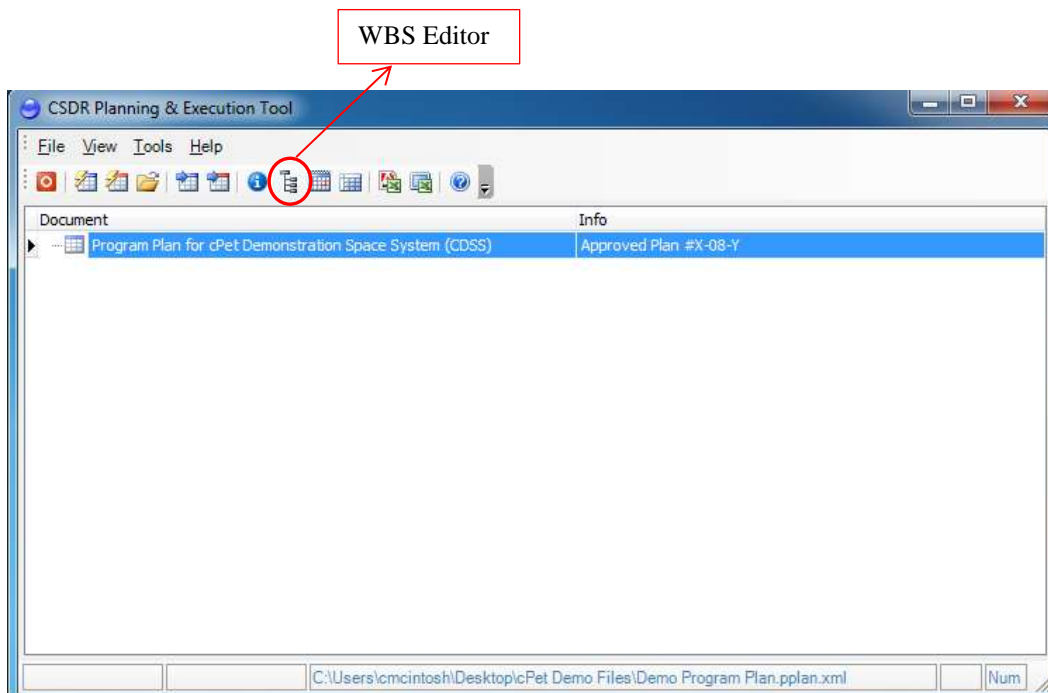
 *Tip: Do not type information directly under the first two headers. If you do not follow the above layout, the text will not be properly formatted in the Remarks section when exported to PDF or Excel.*


6. Click the  Save icon, and  Exit icon to close the Basic Information Window.

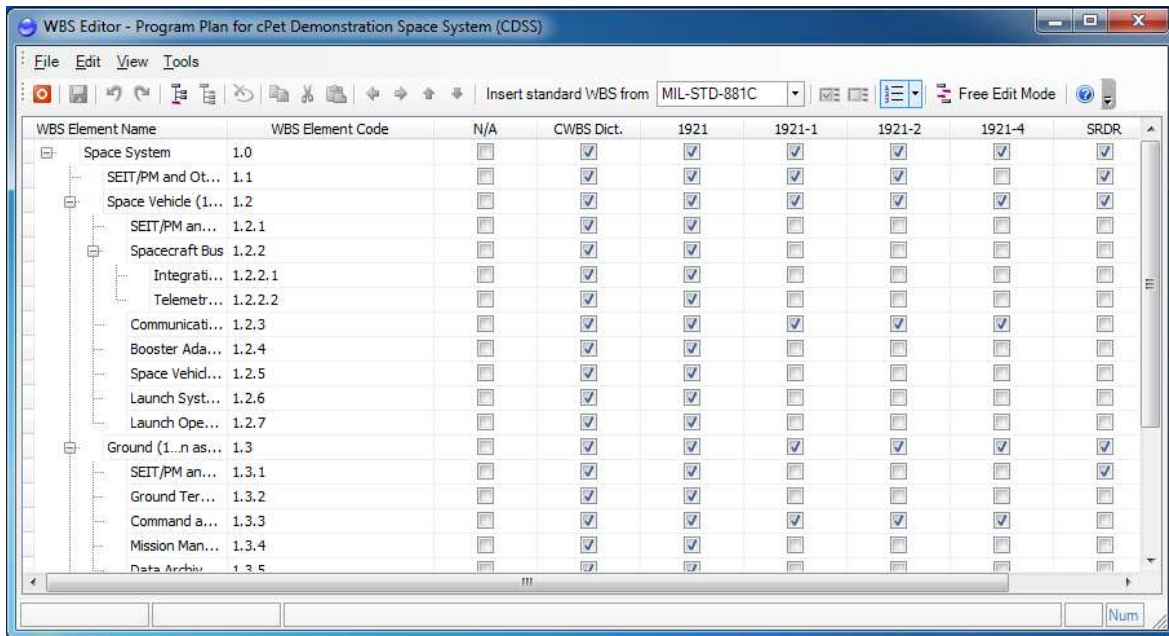
➡ Proceed to [Viewing the WBS Editor](#)



2.1.3 Viewing the WBS Editor

Once the Basic Information has been viewed, the next step is to view the WBS editor:



1. Click on the  icon in the main window of cPet to view the WBS Editor:

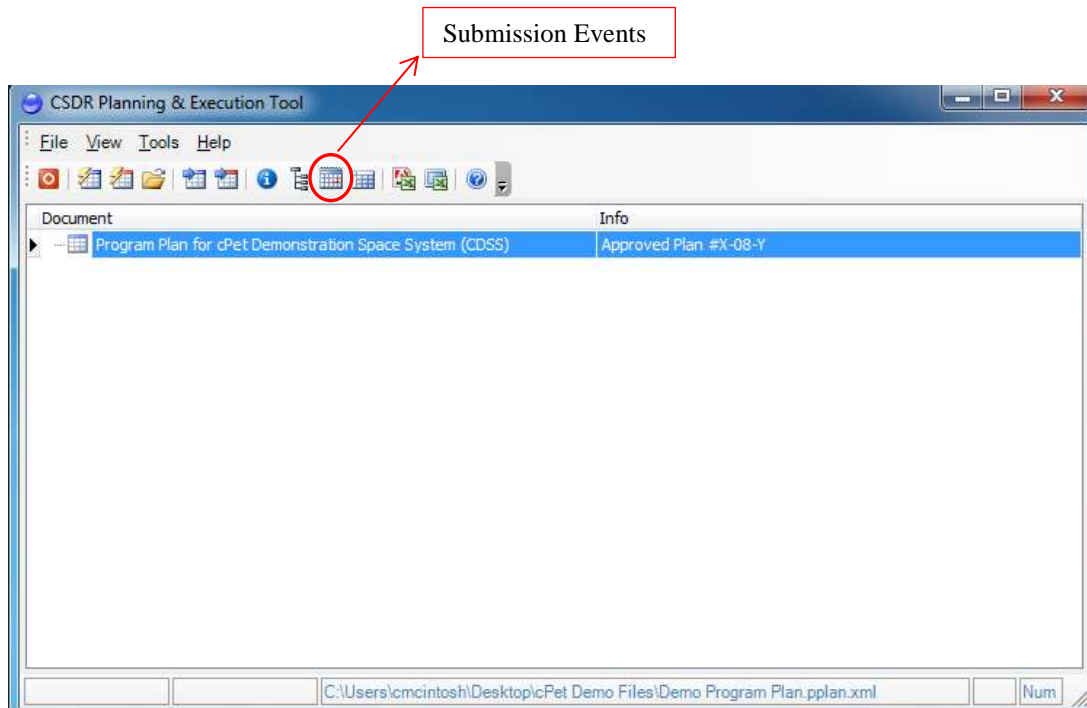


2. View the WBS Editor and verify that each WBS Element has the appropriate form checked.
3. Alterations to the WBS Editor (such as adding or moving a WBS element) are discussed in the tutorial [Edit the WBS](#).
4. Click the  Save icon, and  Exit icon to close the WBS Editor window.

➡ Proceed to [Viewing the Submission Events](#).

2.1.4 Viewing the Submission Events

Once the WBS Editor has been viewed, the next step is viewing the Submission Events:





1. Click on the  icon on the main cPet screen to view the Submission Events:

The screenshot shows the 'Submission Events - Program Plan for cPet Demonstration Space System (CDSS)' window. The title bar reads 'Submission Events - Program Plan for cPet Demonstration Space System (CDSS)'. The menu bar includes 'File', 'Edit', and 'Tools'. The toolbar contains various icons, including a calendar icon. The main window displays a table of submission events. The table has columns for 'Event #', 'ChBS Dict', '1921', '1921-1', '1921-2', '1921-4', 'SPDR Initial', 'SPDR Final', 'Event', 'As Of Date', and 'Due Date'. The table contains five rows of data.

Event #	ChBS Dict	1921	1921-1	1921-2	1921-4	SPDR Initial	SPDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial Review	6/30/2006	8/31/2006
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Final Review	1/31/2010	3/31/2010


2. View the Submission events and verify that the correct forms are checked and the dates have imported.

3. Making changes to the Submission Events window is discussed in the tutorial [Edit the Submission Events](#).
4. You have now finished reviewing your imported Program Plan. Click the  Save icon, and  Exit icon to close the Submission Events window.

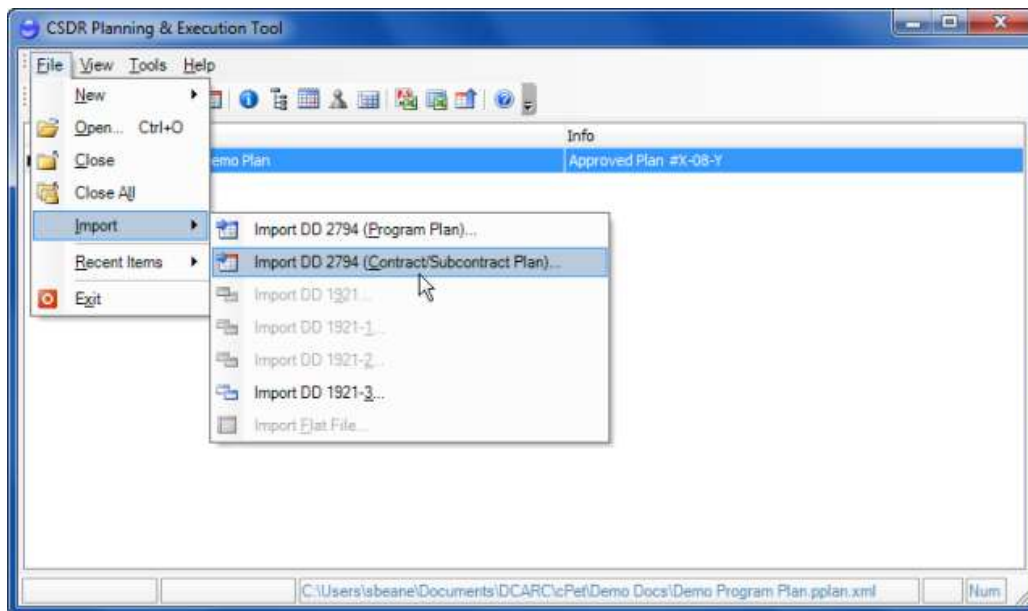
 Proceed to [Importing a Contract Plan](#)

2.1.5 Importing a Contract Plan

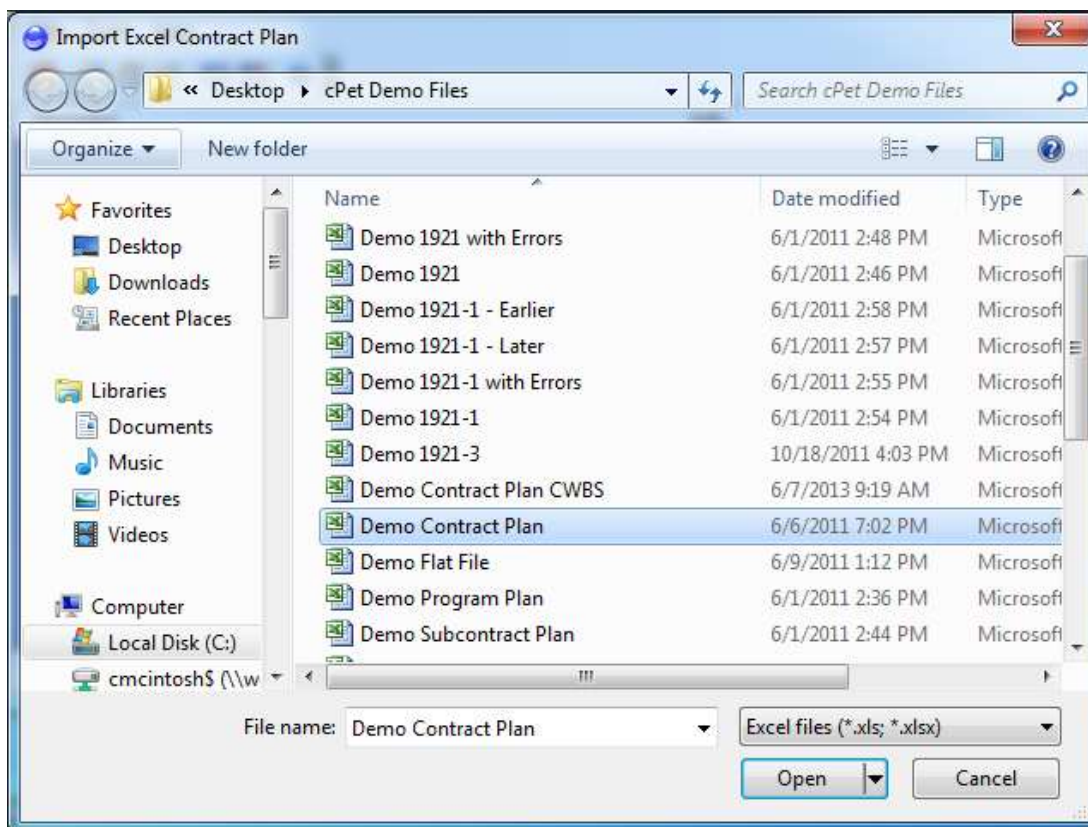
The Import Contract Plan command is used to convert DD 2794 Excel files into XML files that can then be reviewed and edited in cPet.



 *Tip: It is not necessary to have a program plan open in cPet before importing a contract plan. In this tutorial, however, we did already import a program plan.*

1. In the main window of cPet, select **File → Import → Import DD 2794 (Contract/Subcontract Plan)**:

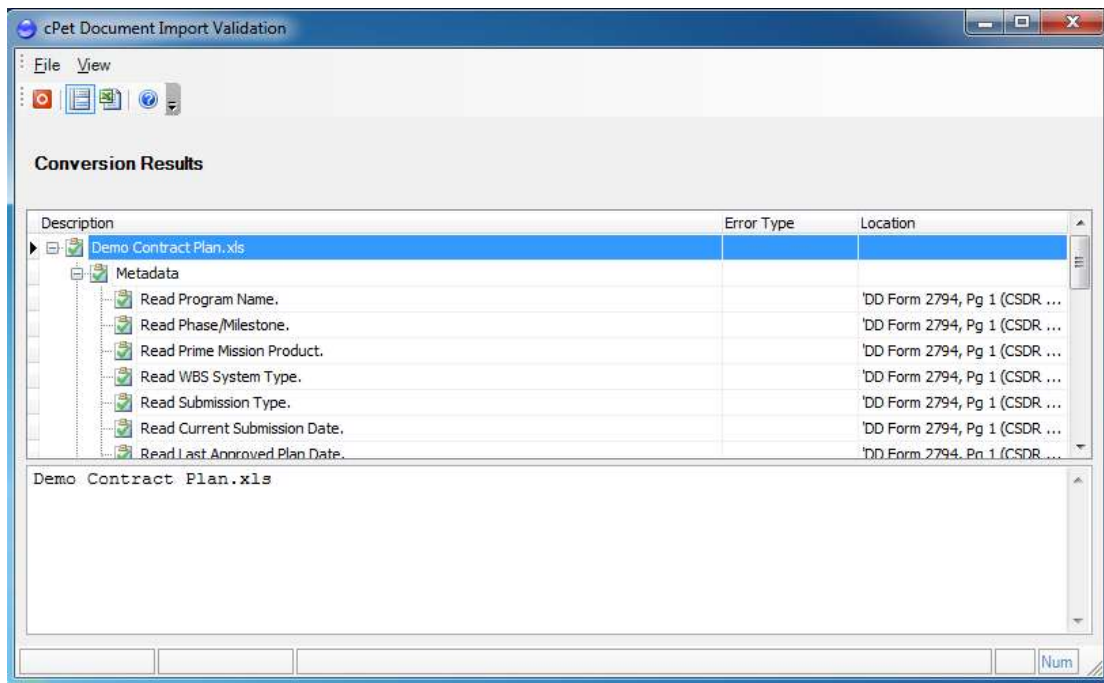


2. Select the file you wish to import, and select “Open”:

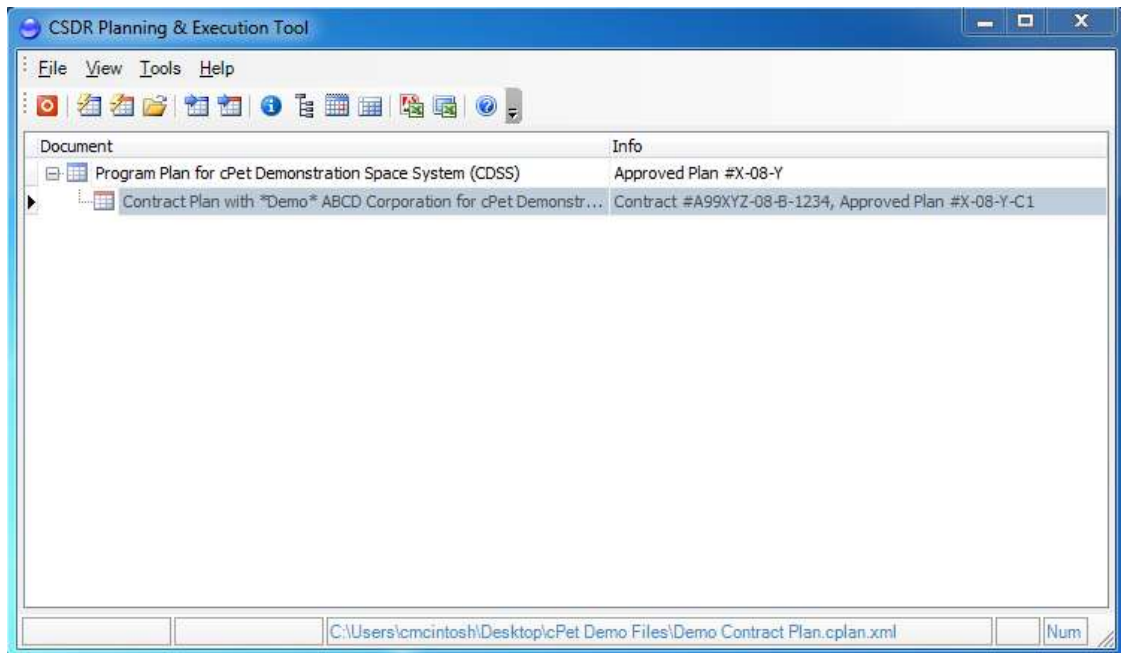



-  *Tip: You can import files that use either Excel 2003 (with an .xls extension) or Excel 2007 (with an .xlsx extension).*
-  *Tip: You must select a Contract Plan that uses the 2003, 2007, or 2011 DD2794 format. The plan in this example uses the 2011 format.*

3. Once the file has finished importing, review the [Conversion Results](#) in the window below:



4. The image below shows both the Program plan and contract plan that have been imported into cPet. If you wish to indent the contract plan under the program plan, you can drag and drop the contract plan. This action will link the documents. For more information on how to link files, see [Linking](#):



5. Click on the  Basic Information icon in the main cPet screen for the Contract Plan.
Note that the plan type will be “Prime Contract” according to the DD 2794 Excel file:

6. View the Contract Information tab, within the Basic Information:

Basic Info - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit

Basic Information Contract Information DD2794 Narrative Text

Contract

Number A99XYZ-08-B-1234

Appropriation

☒ RDT&E ☐ Procurement ☐ O&M

Required Reports

☒ DD 1921-3 (CBDR)

Performing Organization

Name *Demo* ABCD Corporation

Address

Address

City

State

Zip -

Division

Name Special Research Division

Address

Address

City Santa Barbara

State CA

Zip -

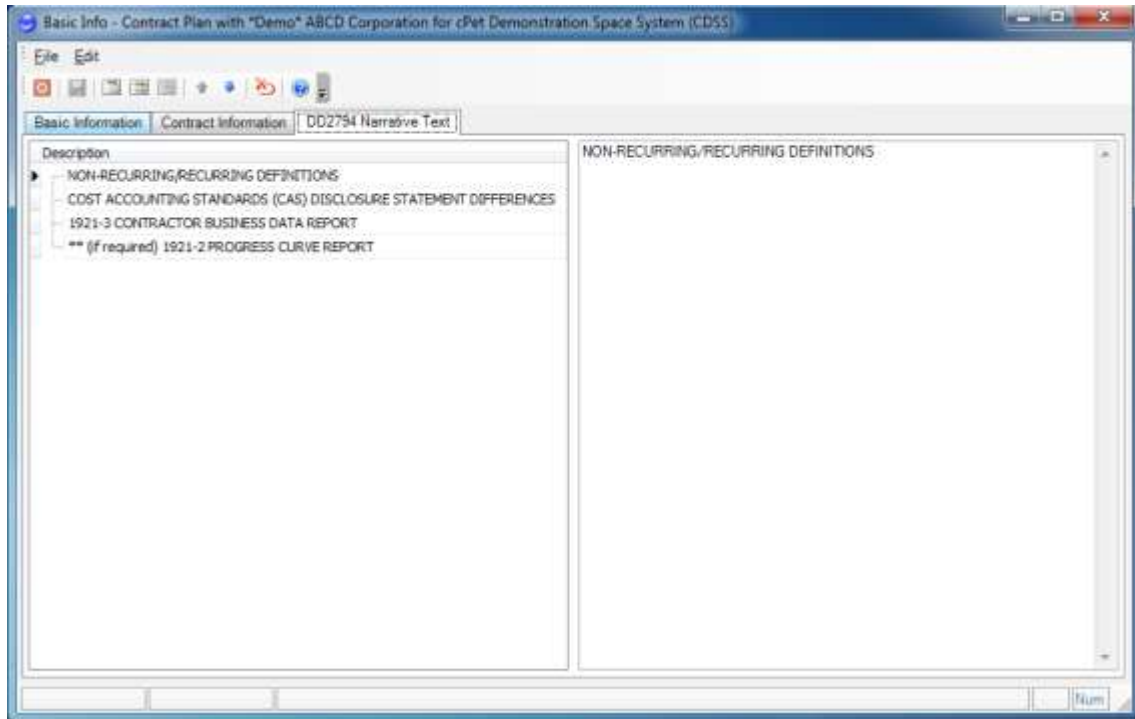
7. Within the Contract Information tab, the Contractor Name, Division, and Location are imported if they are on separate lines in the Excel file:
 - a. For 2011 contract plans, the Organization and the Division are broken out into separate fields:

9a. CONTRACTOR NAME/ADDRESS	
i. PERFORMING ORGANIZATION	ii. DIVISION
Demo ABCD Corporation	Special Research Division Santa Barbara, CA


- b. For 2003 and 2007 contract plans, the contractor name, division, and location should appear as follows:

12a. CONTRACTOR NAME
Demo ABCD Corporation Special Research Division Santa Barbara, CA



8. View the DD 2794 Narrative Text tab:




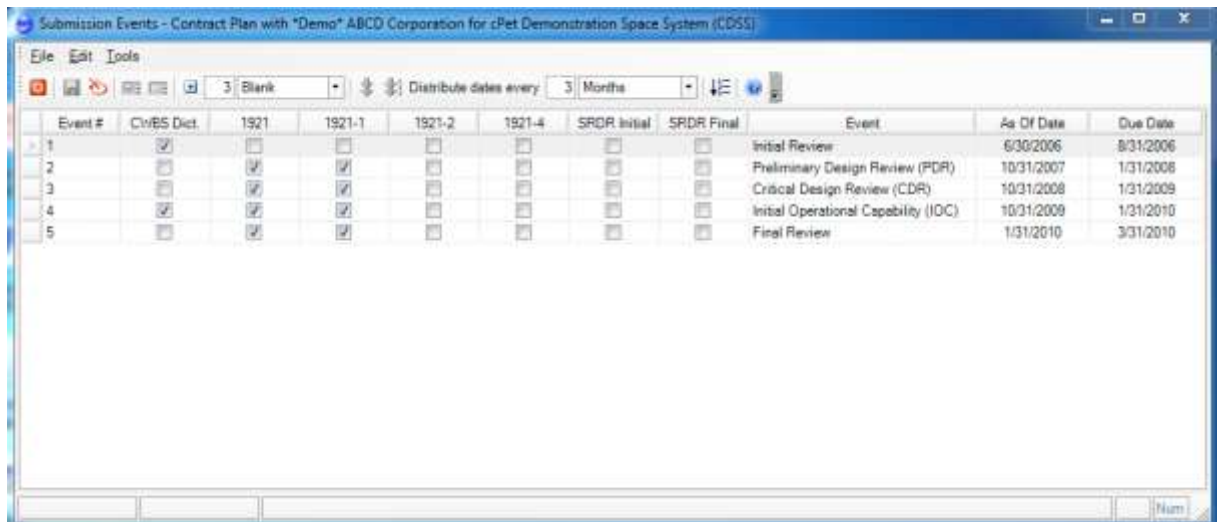
9. Click the  Save icon, and  Exit icon to close the Basic Information Window.

10. Click on the  WBS Editor icon in the main cPet screen to view the WBS for the Contract Plan:



WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	N/A	CWBS Dict.	1921	1921-1	1921-2	1921-4	SPOR
Space System	1.0	1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SETPM and Otr...	1.1	1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle (S...	1.2	1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SETPM an...	1.2.1	1.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spectrocraft Bus	1.2.2	1.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrals	1.2.2.1	1.2.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telemetry	1.2.2.2	1.2.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communicat...	1.2.3	1.2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commun...	1.2.3	1.2.3.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UHF...	1.2.3	1.2.3.1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KA A...	1.2.3	1.2.3.1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payload	1.2.3	1.2.3.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legat...	1.2.3	1.2.3.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KA 1...	1.2.3	1.2.3.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Roster Ada...	1.2.4	1.2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehic...	1.2.5	1.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Syst...	1.2.6	1.2.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Plan	1.2.7	1.2.7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. Click the  Save icon, and  Exit icon to close the WBS Editor window.

12. Click on the  icon in the main window of cPet to view the Submission Events for the Contract Plan:




Event #	Civ/BS Dict	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review	6/30/2006	8/31/2006
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review	1/31/2010	3/31/2010

13. You have now finished reviewing your imported Contract Plan. Click the  Save icon, and  Exit icon to close the Submission Events window.

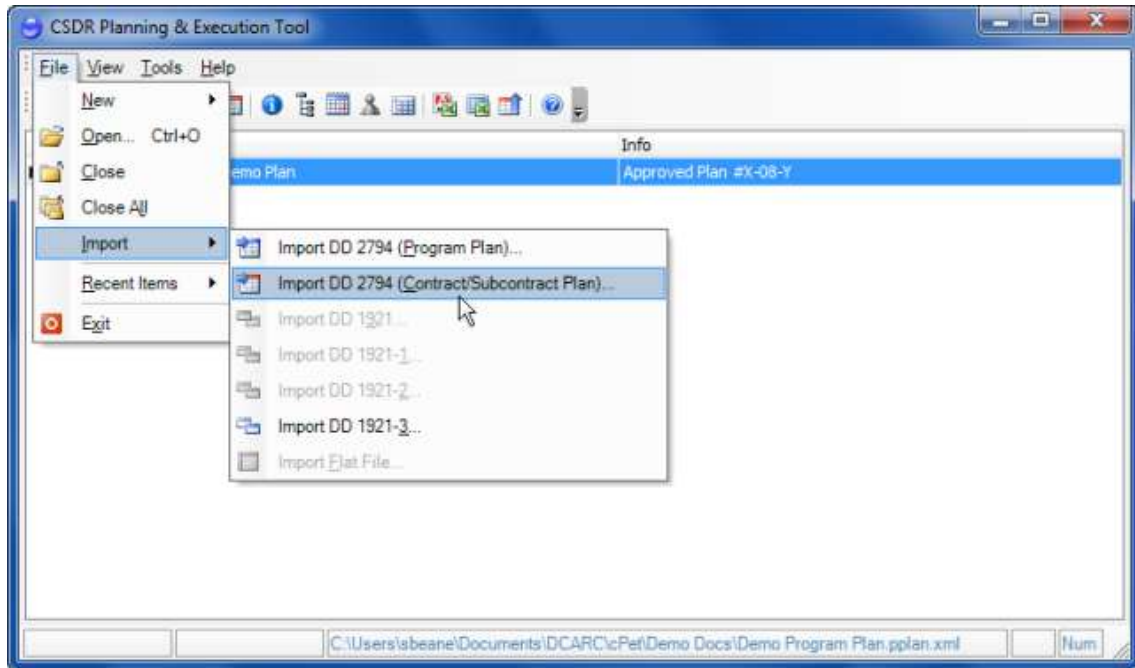
 Proceed to [Importing a Subcontract Plan](#)

2.1.6 Importing a Subcontract Plan

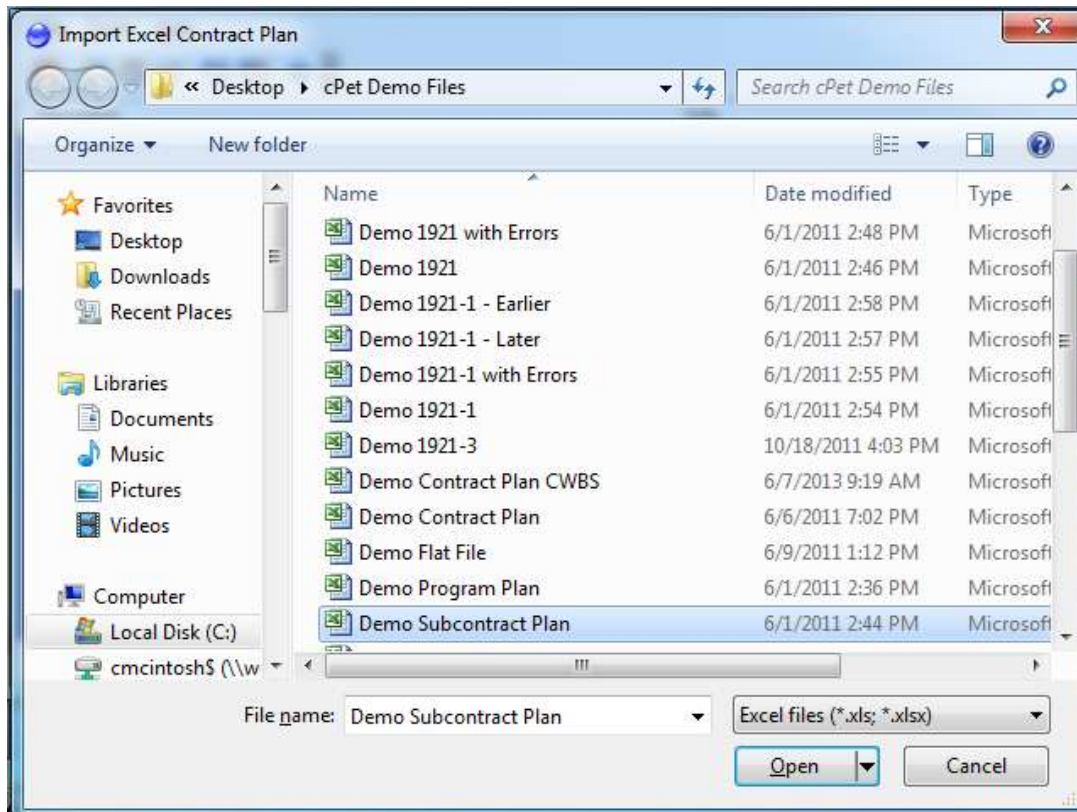
The Import Subcontract Plan command is used to convert DD 2794 Excel files into XML files that can then be reviewed and edited in cPet.

 *Tip: It is not necessary to have a program plan or prime contract plan open in cPet before importing a subcontract plan. In this tutorial, however, we did already import a program plan and prime contract plan.*

1. In the main window of cPet, select **File** → **Import** → **Import DD 2794 (Contract/Subcontract Plan)**:

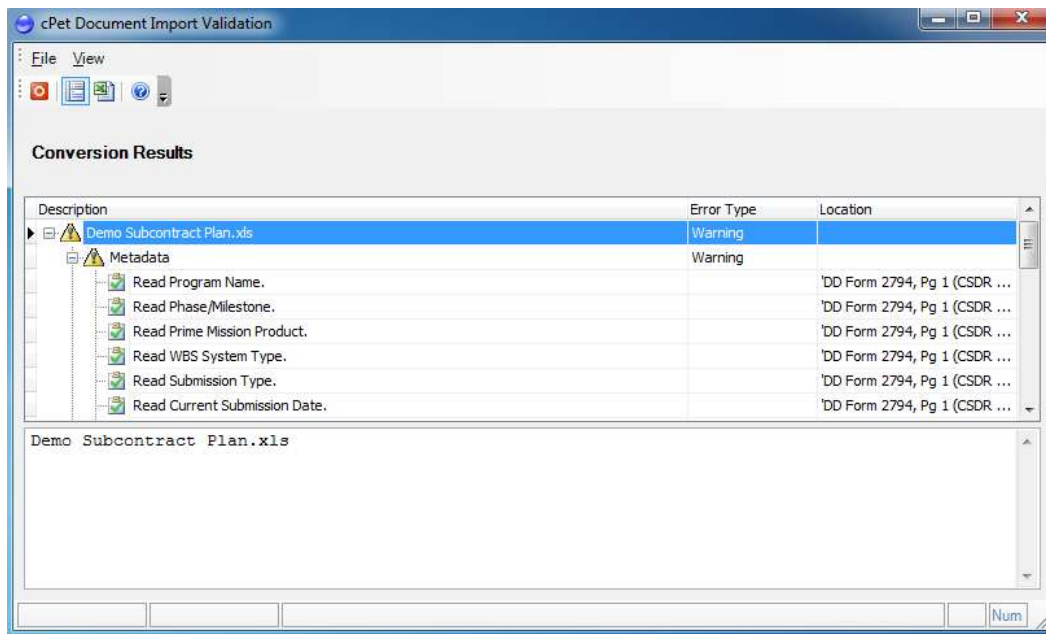



2. Select the file you wish to import, and select “Open”:

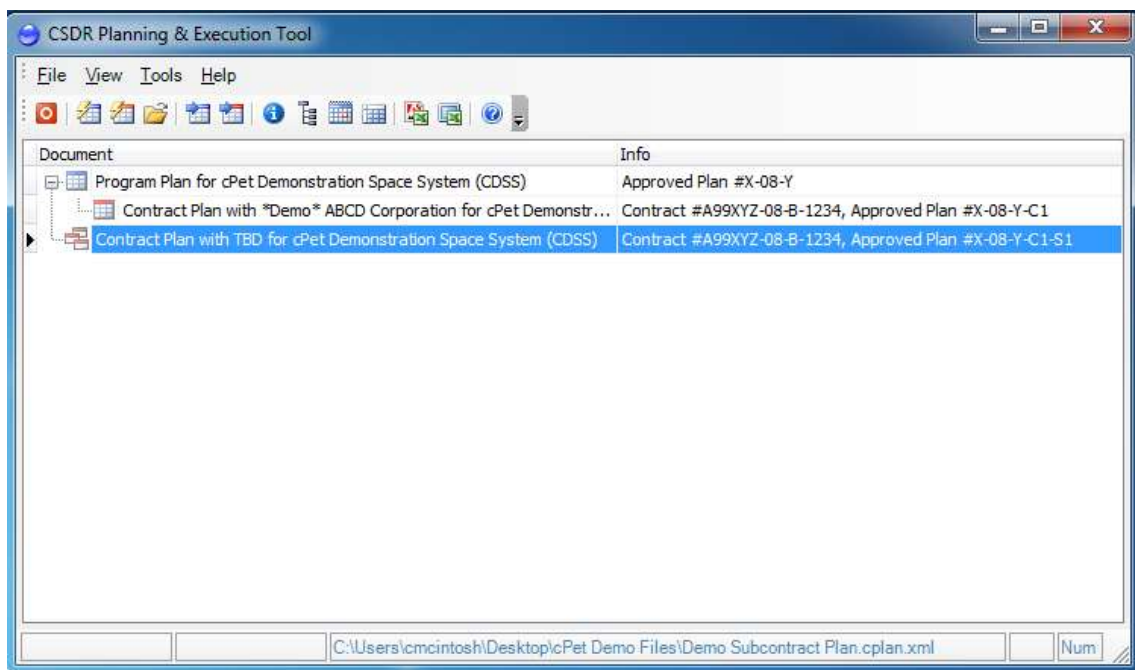


- Tip: You can import files that use either Excel 2003 (with an .xls extension) or Excel 2007 (with an .xlsx extension).*
- Tip: You must select a Subcontract Plan that uses the 2003, 2007, or 2011 DD2794 format. The plan in this example uses the 2011 format.*

3. Once the file has finished importing, review the [Conversion Results](#) in the window below:

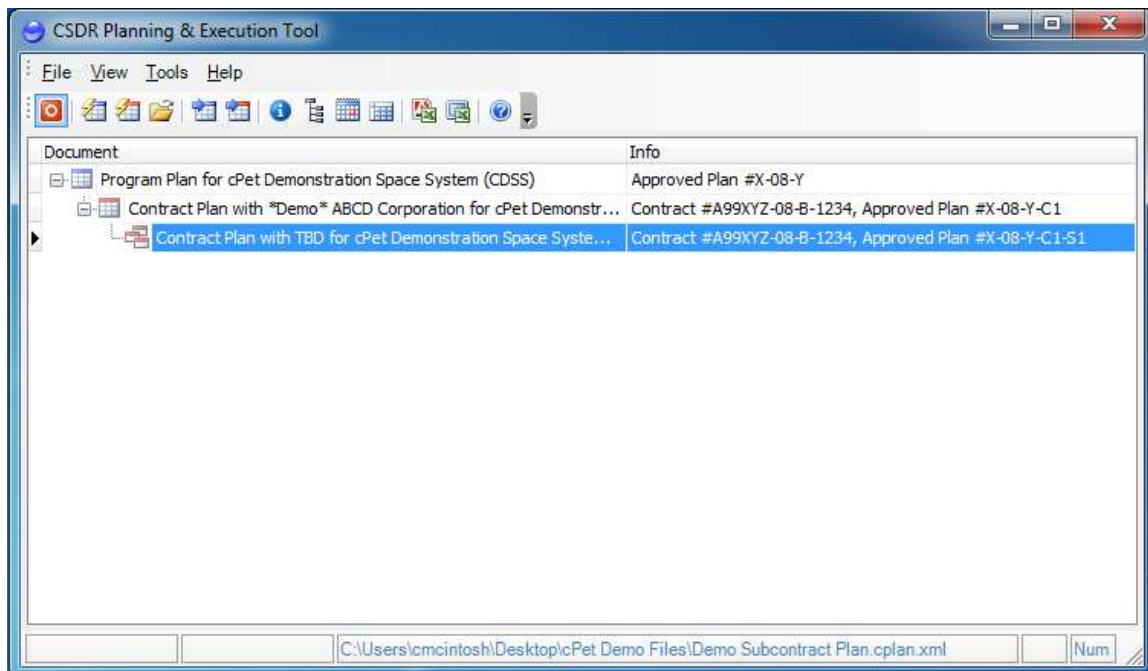



4. The Subcontract Plan will be displayed on the main cPet screen with a  Contract Plan icon to differentiate between the Program and Contract Plans:



5. The image below shows both the Program Plan and Contract Plan that have been imported into cPet. If you wish to indent the Subcontract plan under the Contract Plan,

you can drag and drop the Subcontract Plan. This action will link the documents. For more information on how to link files, see [Linking](#):



- Click on the  Basic Information icon in the main cPet screen for the Subcontract Plan. Note that the plan type will be “Subcontract” according to the DD 2794 Excel file:

Basic Info - Contract Plan with TBD for cPet Demonstration Space System (CDSS)

File Edit

Select WBS System Type from MIL-STD-881C

Basic Information Contract Information DD2794 Narrative Text

Program Name cPet Demonstration Space System (CDSS) ☐ Program

Phase/Milestone A ☐ Prime Contract

Prime Mission Product Demo PMP ☒ Subcontract

WBS System Type Electronic/Automated Softw

Plan Specific

☒ Initial Submission ☐ Change

Preparing Organization Demo Organization

Approved Plan Number X-08-Y-C1-S1

Current Submission Date 5/12/2008

Last Approved Plan Date / /

Point of Contact

POC cPet User

Address 123 Tester Lane

Address

City Los Angeles

State CA

Zip 55555

Phone/Fax 310-555-5555 310-555-5555

EMail tester@testing.local

7. View the Contract Information tab, within the Basic Information:

Basic Info - Contract Plan with "Demo" ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit

Basic Information Contract Information DD2794 Narrative Text

Contract

Number A89XYZ-08-B-1234

Appropriation

☒ RDT&E ☐ Procurement ☐ O&M

Required Reports

☒ DD 1921-3 (CBDR)

Performing Organization

Name "Demo" ABCD Corporation

Address

Address

City

State

Zip

Division

Name Special Research Division

Address

Address

City Santa Barbara

State CA

Zip

8. Within the Contract Information tab, the Contractor Name, Division, and Location are imported if they are on separate lines in the Excel file:

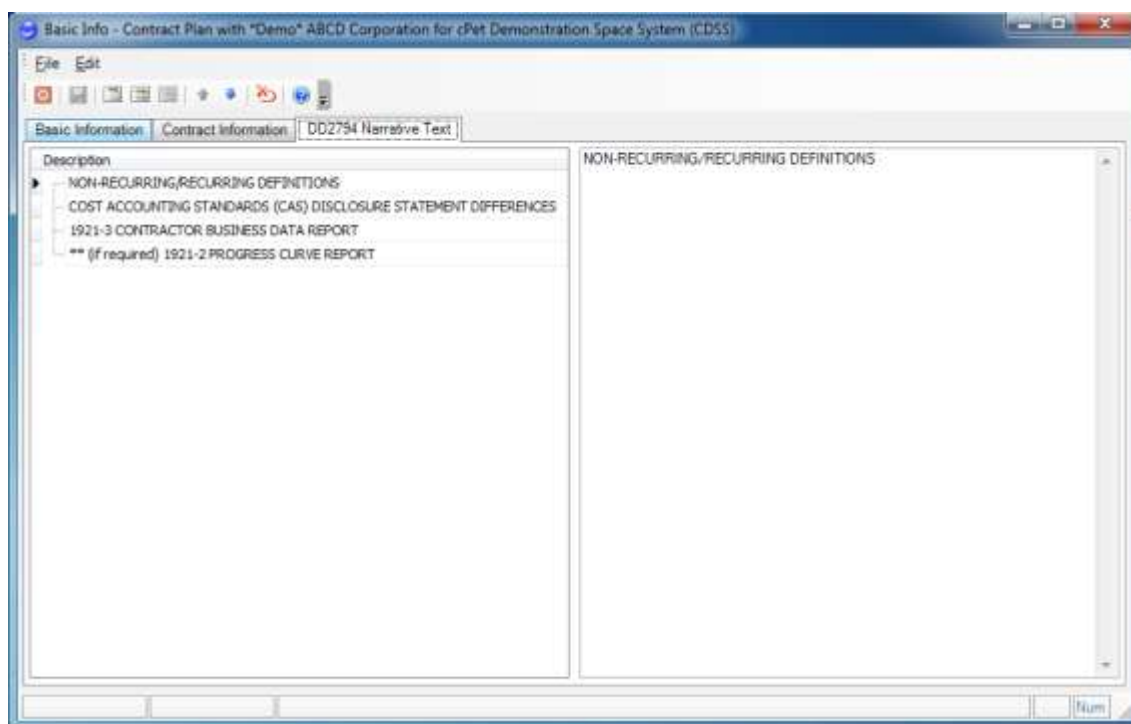
- a. For 2011 contract plans, the Organization and the Division are broken out into separate fields:

9a. CONTRACTOR NAME/ADDRESS	
i. PERFORMING ORGANIZATION	ii. DIVISION
Demo ABCD Corporation	Special Research Division Santa Barbara, CA


- b. For 2003 and 2007 contract plans, the contractor name, division, and location should appear as follows:

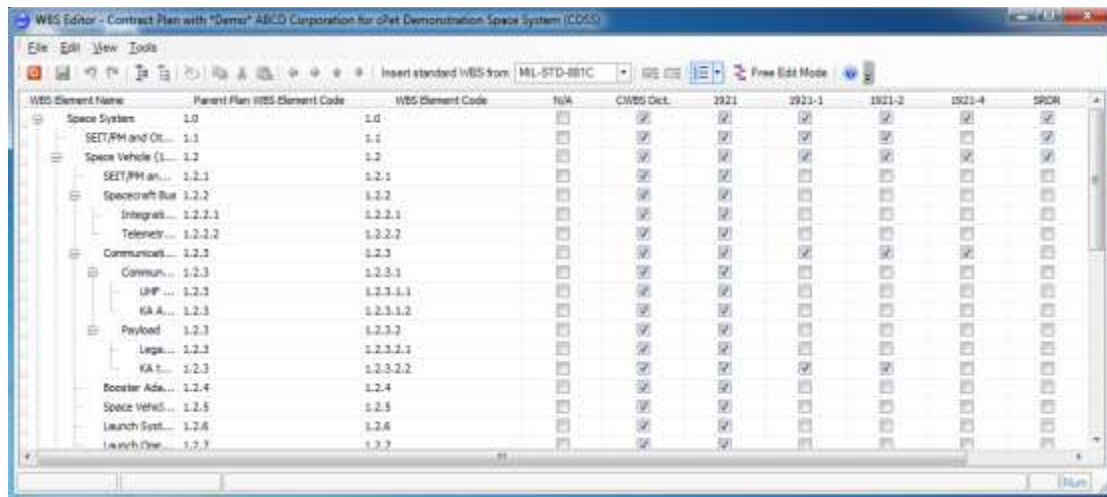
12a. CONTRACTOR NAME
Demo ABCD Corporation Special Research Division Santa Barbara, CA

9. View the DD 2794 Narrative Text tab:



10. Click the  Save icon, and  Exit icon to close the Basic Information Window.

11. Click on the  WBS Editor icon in the main cPet screen to view the WBS Editor for the Contract Plan:





WBS Editor - Contract Plan with "Demo" ABCD Corporation for cPet Demonstration Space System (CDSS)


File Edit View Tools

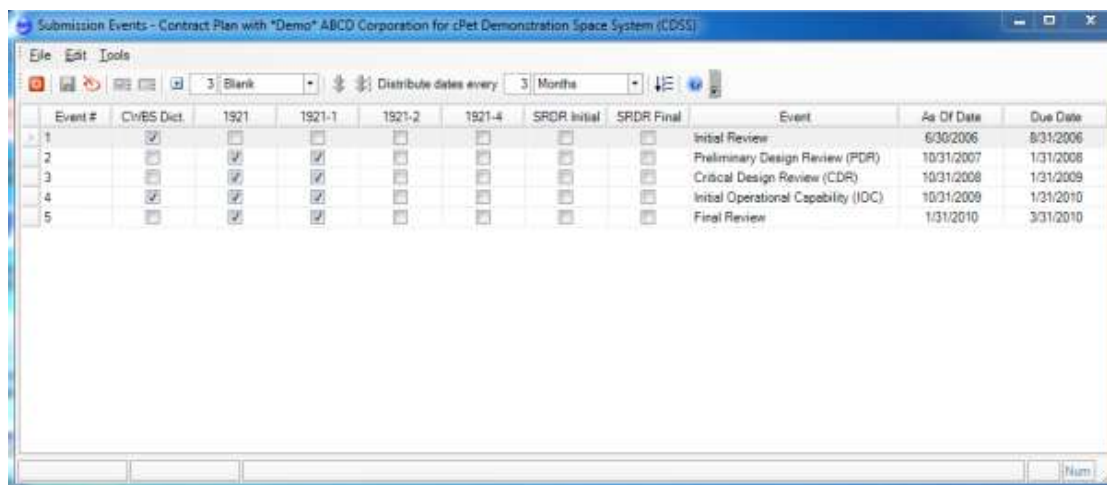
Insert standard WBS from: MI-STD-BBIC

Free Edit Mode

WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	N/A	CMWS Dict.	1921	1921-1	1921-2	1921-4	SRDR
Space System	1.0	1.0							
SEIT/PM and O...	1.1	1.1							
Space Vehicle (S...	1.2	1.2							
SEIT/PM an...	1.2.1	1.2.1							
Spectrograph Bus	1.2.2	1.2.2							
Integrat...	1.2.2.1	1.2.2.1							
Telemetry...	1.2.2.2	1.2.2.2							
Communicat...	1.2.3	1.2.3							
Commun...	1.2.3.1	1.2.3.1							
UHP...	1.2.3.1.1	1.2.3.1.1							
KA A...	1.2.3.1.2	1.2.3.1.2							
Payload	1.2.3.2	1.2.3.2							
Legat...	1.2.3.2.1	1.2.3.2.1							
KA t...	1.2.3.2.2	1.2.3.2.2							
Booster Ada...	1.2.4	1.2.4							
Space Vehic...	1.2.5	1.2.5							
Launch Syst...	1.2.6	1.2.6							
Launch Plan...	1.2.7	1.2.7							

12. Click the  Save icon, and  Exit icon to close the WBS Editor window.

13. Click on the  Submission Events icon in the main window of cPet to view the Submission Events for the Subcontract Plan:





Submission Events - Contract Plan with "Demo" ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit Tools

3 Blank

Distribute dates every: 3 Months

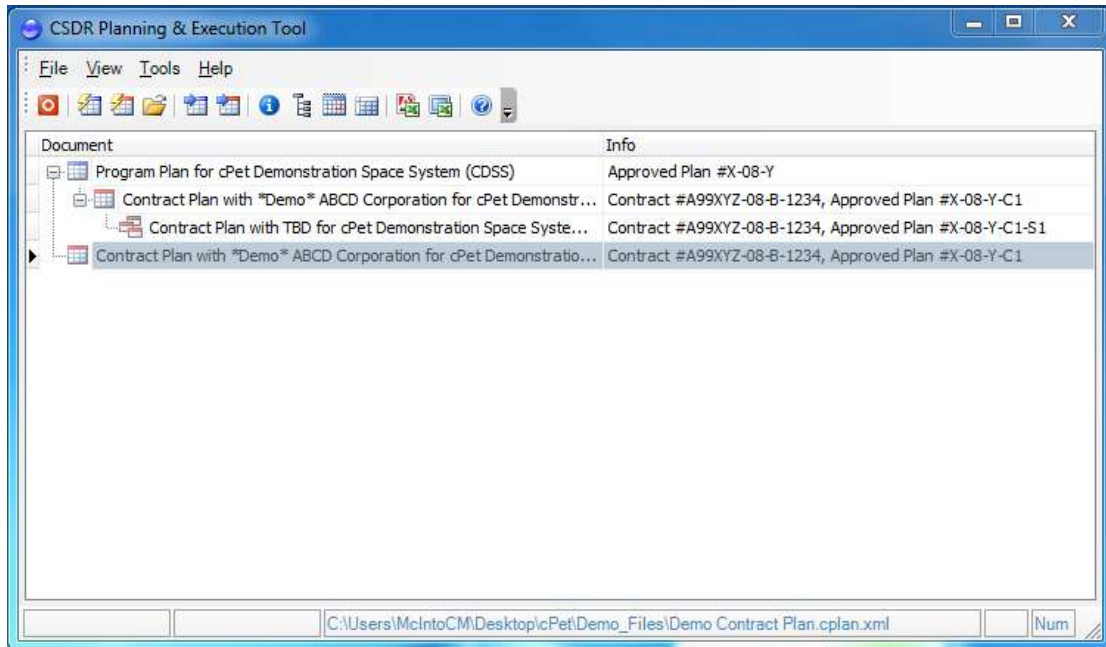
Event #	CMWS Dict.	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review	6/30/2006	8/31/2006
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review	1/31/2010	3/31/2010

14. You have now finished reviewing your imported Subcontract Plan. Click the  Save icon, and  Exit icon to close the Submission Events window.

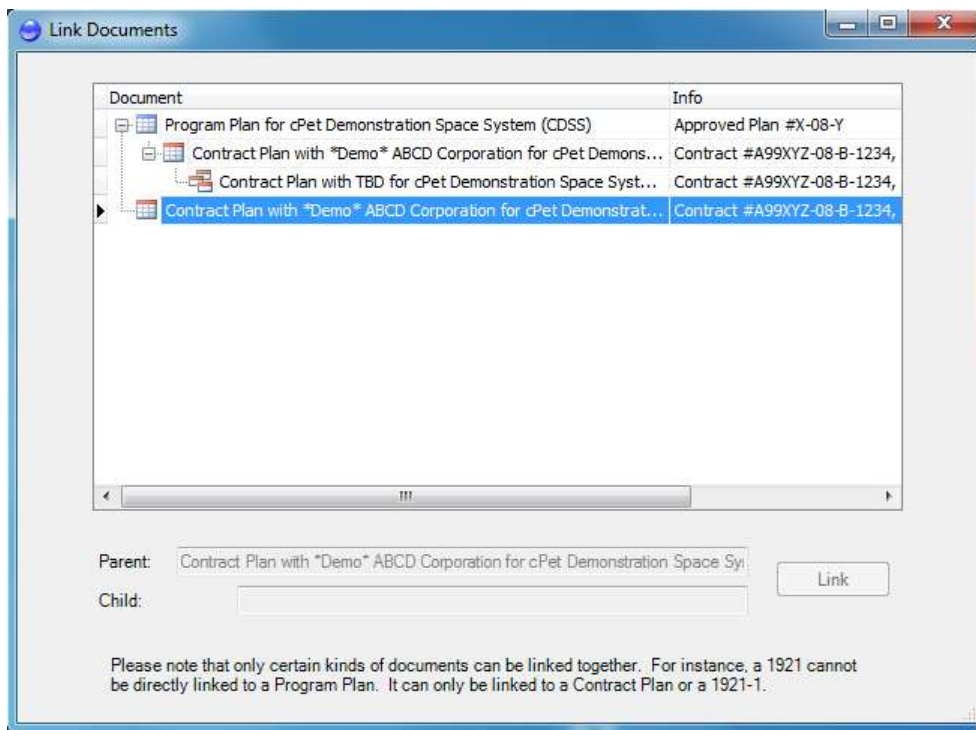
2.1.7 Linking Documents

The Linking Documents feature allows the user to group Program, Contract, and Subcontract plans together, as well as Cost Reports. Not only does this feature provide organization, cPet allows the user to link documents under similar programs or efforts. Situations where this tool might be useful are listed below:

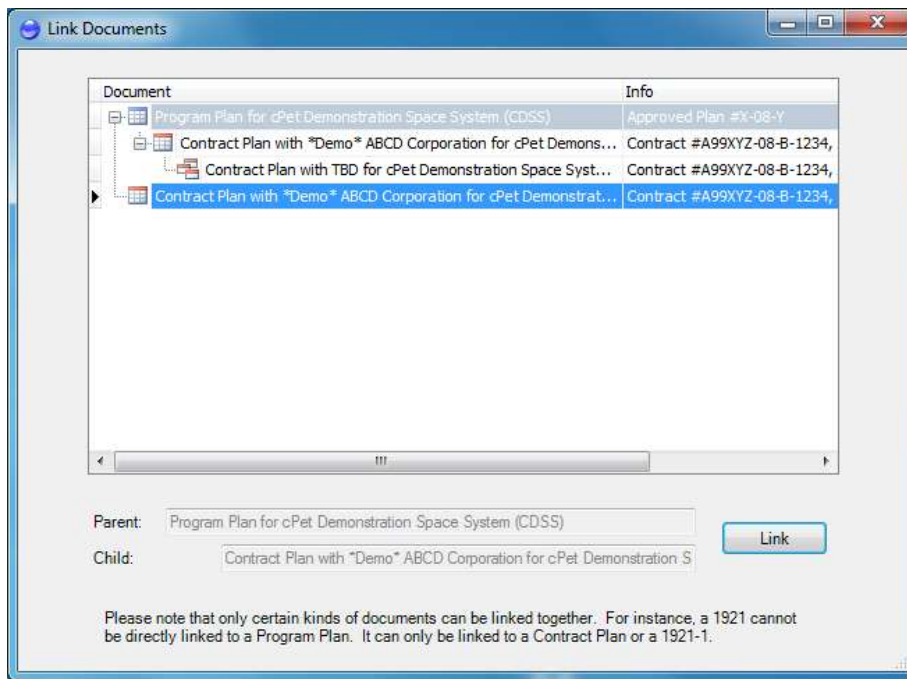
- a. If plans have already been imported into cPet, but a Contract Plan is not associated with a particular Program Plan.
 - b. If a Contract Plan was imported under the wrong Program Plan, the linking tool allows the Contract Plan to be matched up with the correct Program Plan.
 - c. If a Program Plan was re-imported since the original import, the Contract Plans will no longer be connected to the Program Plan. The linking tool allows for re-association.
1. In the window below, the user has imported a Contract Plan that should be linked to the previously imported Program Plan:



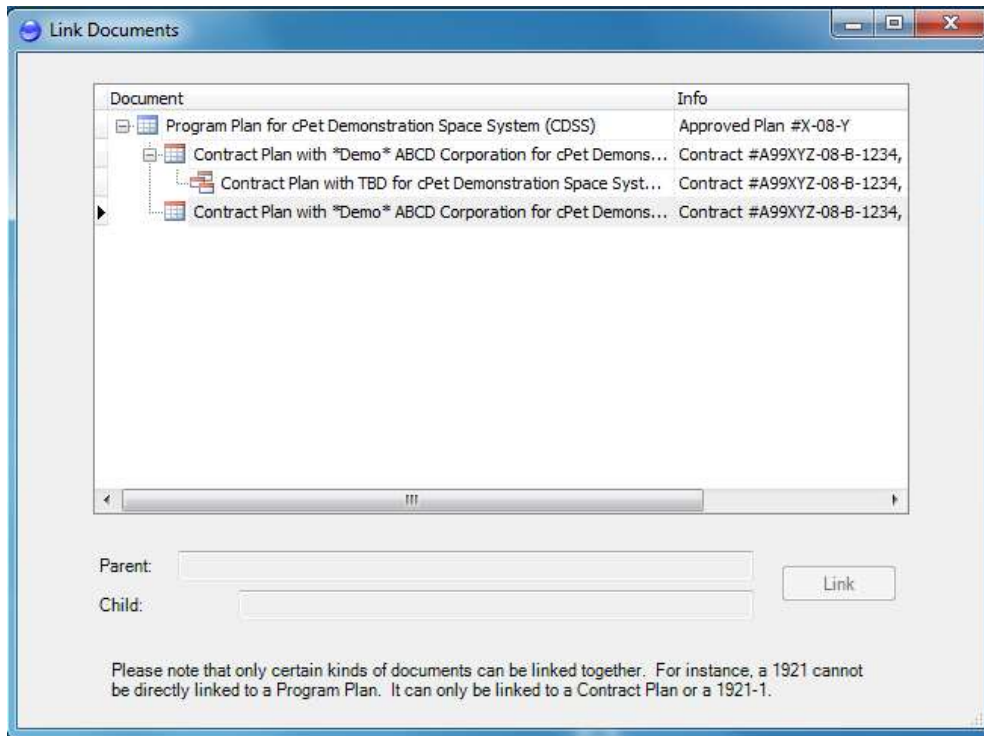
2. In order to link the Contract Plan to the Program Plan, in the main cPet window, click **Tools → Link Documents:**



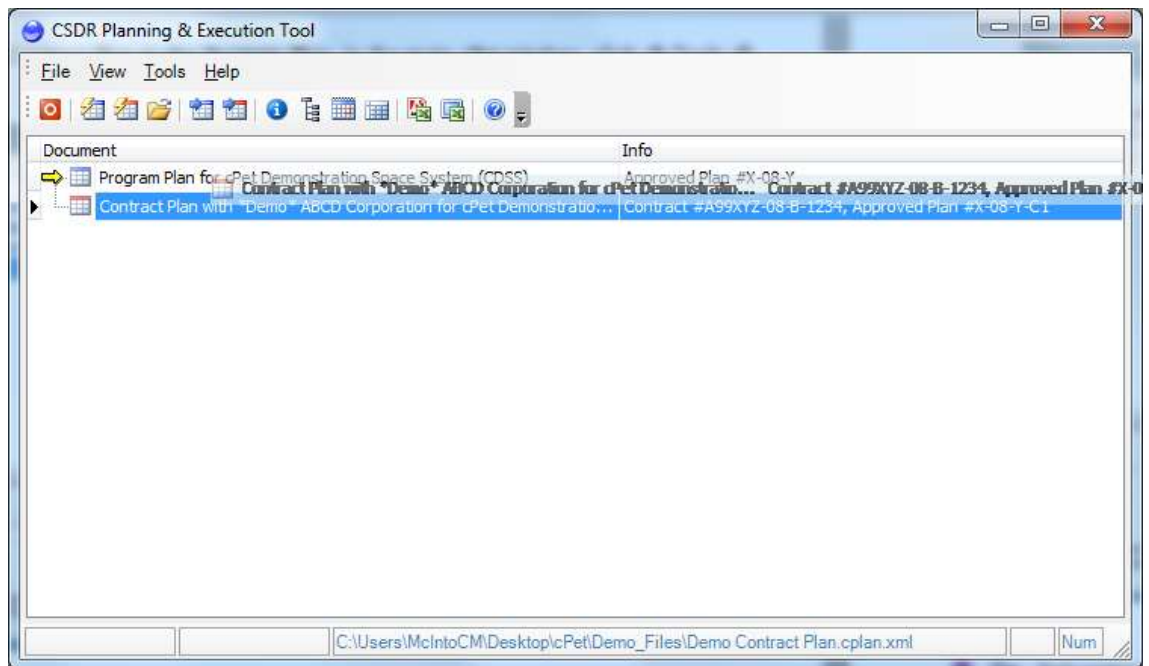
3. Select the desired Program Plan as the “Parent”, and the appropriate Contract Plan as the “Child”:



4. Click “Link”, and the selected Contract Plan will now be indented as the “Child” to the “Parent” Program Plan:



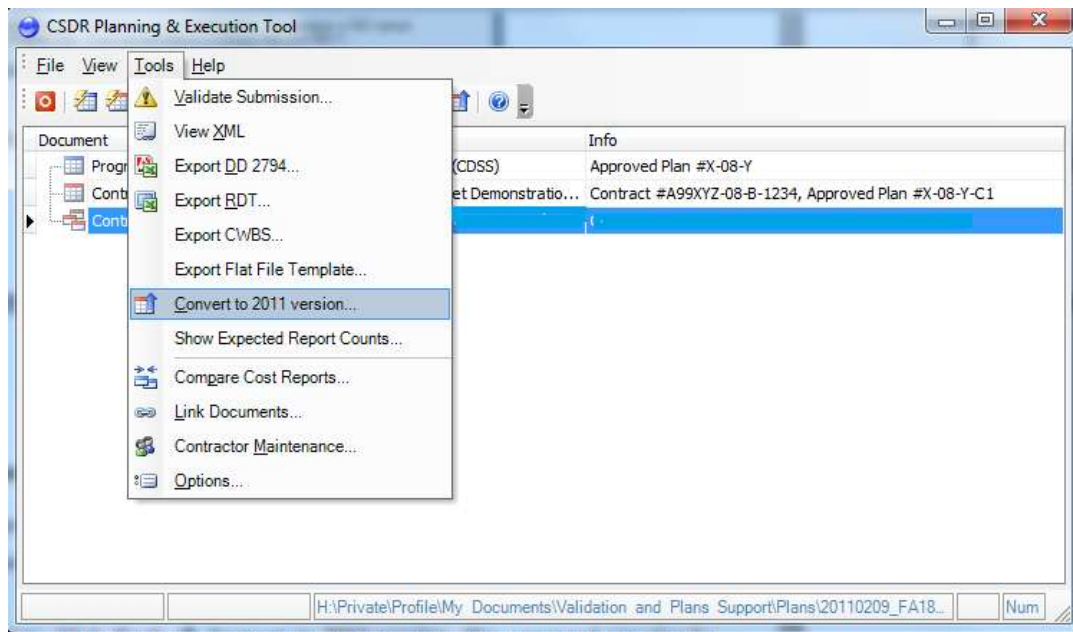
- ❗ *Tip: Subcontract Plans can also be linked to contract plans. Similarly, a 1921 can be linked to a Contract Plan, and a 1921-1 can be linked to a 1921.*
- ❗ *Tip: In order to “unlink” documents, the file must be deleted from the main window in cPet, and re-imported.*
- ❗ *Tip: Contract Plans can also be rearranged in the main window of cPet by dragging and dropping one plan onto another. In the example below, the Contract Plan is being moved under the Program Plan. The yellow arrow ➡ points to the document under which the contract plan will be indented:*



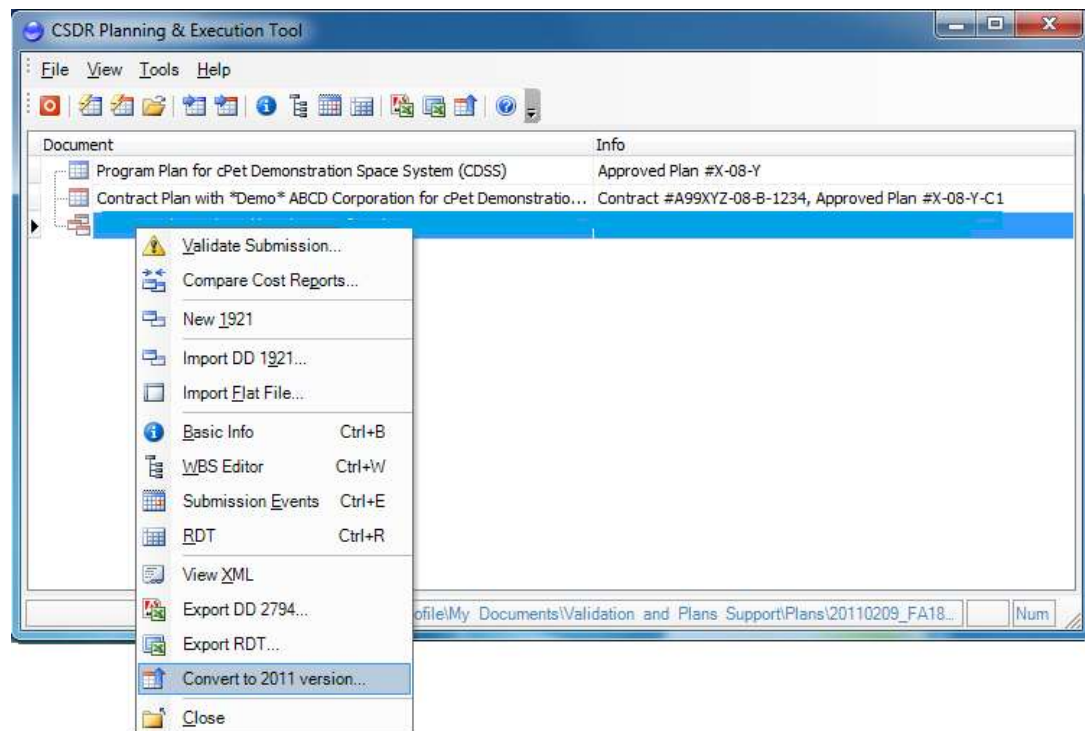
2.1.8 Converting Plans to 2011 Version

If you have already imported a plan in the 2003 or 2007 version but would like to view it in the 2011 format, cPet allows the user to seamlessly update any type of plan.

1. In cPet's main window, click **Tools** → **Convert to 2011 version**. This command can also be accessed through the  icon:



The Converting feature can also be accessed by right-clicking on the Contract Plan in the main window of cPet, and selecting “Convert to 2011 version”:



2. cPet will then ask the user where they want to save the XML version of the new plan.
The plan will be saved with a default name of "[Plan name] -- 2011 Version."
3. Once you save the plan, the plan displayed in cPet will be the 2011 version.
4. If you would like to view the old version again, you must reopen it from its original saved location.


2.1.8.1 Converting from 2003 to 2011:

1. A few fields will be added to the Basic Info (such as the Prime Mission Product). Some fields (such as the Approved Plan Number/Review&Ref #) are renamed but contain the same information.
2. The Contract Information tab of the Basic Info will have additional fields for the Appropriation and the Required Reports on the 2011 version.
3. The 1921 and 1921-1 columns for the WBS Editor and the Submission Events have slightly different names, but they still correspond.
4. The 2630 column in the WBS Editor of the 2003 version is now called the SRDR column in the 2011 version.
5. The CWBS Dict. column is added to the WBS Editor for the 2011 version. The checkboxes in the column will be checked for all elements.
6. The 1921-4 column will be added to the WBS Editor and the Submission Events of the 2011 version. The checkboxes in this column will be unchecked by default.
7. In the Submission Events, the 2630-2 and 2630-3 columns are now called the SRDR Initial and SRDR Final columns, respectively, in the 2011 version.

8. The summary elements for contract plans are slightly different.

2.1.8.2 Converting from 2007 to 2011:

1. One column will be added to the WBS Editor and the Submission Events of the 2011 version: 1921-4. The checkboxes in this column will be unchecked by default. Appropriation and the Required Reports on the 2011 version.
2. The Contract Information tab of the Basic Info will have additional fields for the Appropriation and the Required Reports on the 2011 version.

 *Tip: Cost reports in the 2007 version can also be converted to the 2011 version.*

2.1.9 Importing Errors to Avoid

The following list outlines the common errors that may occur when importing a plan. These errors most often occur because the DD 2794 was improperly formatted; a problem that can be resolved by following the sample DD 2794, or by editing the fields in cPet. Most of these errors are recorded in the [Conversion Results](#), while some are highlighted within cPet:

1. Weapon System Type must be a valid MIL-HDBK-881 specification (e.g. "Aircraft System").
2. cPet may not import Milestone or Submission Type formulas from the Excel file. For example, cPet may not recognize a formula such as "IF ('Main Sheet'!C4="B","X","")" that is used to identify Milestone B.
3. A WBS item will be highlighted if it is an only child (see below). The color of the warning depends on the Display Colors in the cPet Options.

Common Support Equipment	1.7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Support and Handling Equipment	1.7.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational/Site Activation	1.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contractor Technical Support	1.8.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site Construction	1.8.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note that an element will also be flagged if it is the only item at that level that has reports checked. For example, in the image below, the Telemetry element is highlighted because it is the only element at its indenture level that has forms checked. The Integration element shows "N/A" and has no forms checked.

WBS Element Name	WBS Element Code	N/A	CWBS Dict.	1921	1921-1
SEIT/PM and Other Common Elements	1.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Integration, Assembly, Test and Checkout	1.2.2.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telemetry, Tracking, and Command Subsystem	1.2.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- A WBS item will be highlighted if it does not have any columns (not including the CWBS column) checked.
- WBS element indenture level will be determined by the WBS indentation structure in the Excel file (as opposed to the WBS item numbers themselves). In the example below, "Complete Round" is mistakenly put at the same level as "Ordnance System." cPet will mimic this structure and ignore the actual WBS Item Numbers when displaying elements in the WBS Editor:

10. WBS ELEMENT CODE		11. WBS REPORTING ELEMENTS
a. PROGRAM	b. CONTRACT	
1.0		Ordnance System
1.1		Complete Round
1.1.1		Structure

WBS Item	WBS Item Number
Ordinance System	1.0
Complete Round	1.1
Structure	1.1.1

6. A WBS item will be highlighted if the Excel plan does not have a WBS Element Name:

WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	N/A	CWBS Dict.	1921	1921-1
Ordinance System	1.0	1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Other ...	1.1	1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. A WBS item will be highlighted if the Excel plan does not have a WBS Element Code:

WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	N/A	CWBS Dict.	1921	1921-1
Space System	1.0	1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Ot...	1.1		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle (1...	1.2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8. Non-standard Summary Elements will be highlighted if cPet does not recognize the name:


Integration, Assembly, Test and Checkout	1.1.2	2.14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subcontractor G&A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Subcontractor Miscellaneous			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontractor Undistributed Budget			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontractor Management Reserve			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontractor FCCM			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Cost (Less Subcontractor Profit or Fee)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Submission event headers will be highlighted (see below). The color of the warning depends on the Display Colors in the cPet [Options](#).

Event #	CWBS Dict.	1921	1921-1	1921-2	SRDR Initial	SRDR Final	Event	As Of Date	Due Date
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contract # X-08-Y-C1		
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review	6/30/2006	8/31/2006
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review	1/31/2010	3/31/2010

10. Submission event dates marked as N/A or dates that are invalid will be left blank in cPet and highlighted:

Event #	CWBS Dict	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review		
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Review (PDR)		
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010

 *Tip: Invalid dates such as 4/31/2007 will not import (April has only 30 days).*

11. The Address must be on the correct line in the Excel file in order to import correctly. See below for incorrect and correct formatting. Note that cPet tolerates different 2007 address formats better than 2003 formats:

a. *2003 Plans*

 *Incorrect:*

6. POINT OF CONTACT (POC) INFORMATION									
a. POC AND ADDRESS (Include ZIP Code)									
cPet User									
123 Tester Lane									
Los Angeles, CA 55555									

6. POINT OF CONTACT (POC) INFORMATION									
a. POC AND ADDRESS (Include ZIP Code)									
	cPet User								
	123 Tester Lane								
	Los Angeles, CA 55555								

 *Correct:*

6. POINT OF CONTACT (POC) INFORMATION									
a. POC AND ADDRESS (Include ZIP Code)									
	cPet User								
	123 Tester Lane								
	Los Angeles, CA 55555								

6. POINT OF CONTACT (POC) INFORMATION									
a. POC AND ADDRESS (Include ZIP Code)									
	cPet User								
	Attn: Fred Tester								
	123 Tester Lane								
	Los Angeles, CA 55555								

6. POINT OF CONTACT (POC) INFORMATION						
a. POC AND ADDRESS (Include ZIP Code)			cPet User			
			Attn: Fred Tester			
			Bldg B			
			123 Tester Lane			
			Los Angeles, CA 55555			

b. *2007 and 2011 Plans*

 *Incorrect:*

6a. POINT OF CONTACT (POC) NAME AND ADDRESS (Include ZIP Code)
cPet User, 123 Tester Lane, Los Angeles, CA 55555

(as a merged cell)

 *Correct:*

6a. POINT OF CONTACT (POC) NAME AND ADDRESS (Include ZIP Code)
cPet User
123 Tester Lane
Los Angeles, CA 55555

(as a merged cell)

6a. POINT OF CONTACT (POC) NAME AND ADDRESS (Include ZIP Code)
cPet User
123 Tester Lane
Los Angeles, CA 55555

(if not merged)

12. In the Form field of the submission events, the text must be written in the correct format (see below).

a. *2003 Plans*

- The submission event form 2630 must have a part specified.

Incorrect: 2630

Correct: 2630-2, 2630-3

- If "2630" is written on the Excel file, cPet will check both parts in the submission events.

b. *2007 and 2011 Plans*

- The CWBS Dictionary must be written as follows:

- *Incorrect:* WBS Dictionary, WBS Index

- *Correct:* CWBS Dictionary

- The submission event form 2630 is recognized as follows:

- 2630-2 is equivalent to SRDR Initial

- 2630-3 is equivalent to SRDR Final

Note: If "2630" is written on the Excel file, cPet will check both parts (SRDR Initial and SRDR Final) in the submission events.

- Cost reports may be formatted as follows:
 - 1921-1, 1921-1 Part 1, 1921-1 Part I, 1921-2, 1921-1 Part 2, 1921-1 Part II, 1921-4

13. Excel formatting must resemble that of the original DD Form 2794. If the border around a cell(s) is missing, the file may not import at all, or part of the data may not import. In

the example below, the borders are lacking on the CWBS Dictionary column. WBS elements corresponding to the unformatted rows will not import into cPet.

a. *Incorrect:*

13. REPORTS REQUIRED (X if applicable)				
a. CWBS DICTIONARY	b. DD 1921 (CDSR)	c. DD 1921-1 (FCHR)	d. DD 1921-2 (PCR)	e. SRDR FORMATS
X	X	X		X
X	X	X		X
X	X	X		X
X	X			
X	X			
X	X			
X	X			
X	X	X		
X	X			
X	X			
X	X			

b. *Correct:*

13. REPORTS REQUIRED (X if applicable)				
a. CWBS DICTIONARY	b. DD 1921 (CDSR)	c. DD 1921-1 (FCHR)	d. DD 1921-2 (PCR)	e. SRDR FORMATS
X	X	X		X
X	X	X		X
X	X	X		X
X	X			
X	X			
X	X			
X	X			
X	X			
X	X	X		
X	X			
X	X			
X	X			

2.2 Creating Plans

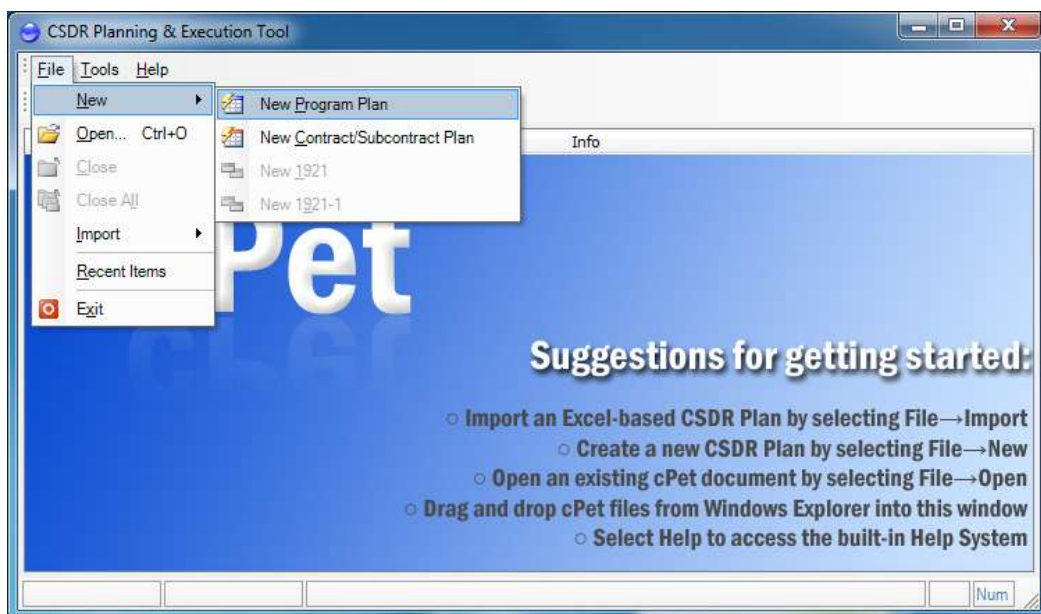
The process of creating a plan in cPet is similar to that of importing a plan in that there are three main components: Basic Information, WBS Editor, and Submission Events. However, whereas you could simply review these components when importing a plan, you must manually fill in information when creating a plan. In order to create a plan, the user should follow the steps below:

- ➡ [Create a Plan](#)
- ➡ [Edit the Basic Information](#)
- ➡ [Edit the WBS](#)
- ➡ [Edit the Submission Events](#)
- ➡ [Build the RDT](#)
- ➡ [Export the Plan](#)

2.2.1 Create a Plan

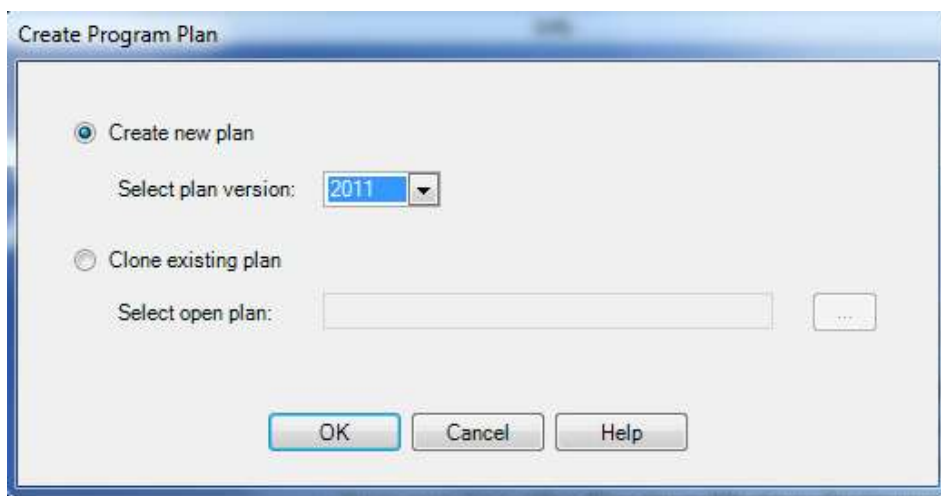
2.2.1.1 Create a New Program Plan

1. To create a New Program Plan, click **File → New → New Program Plan**:

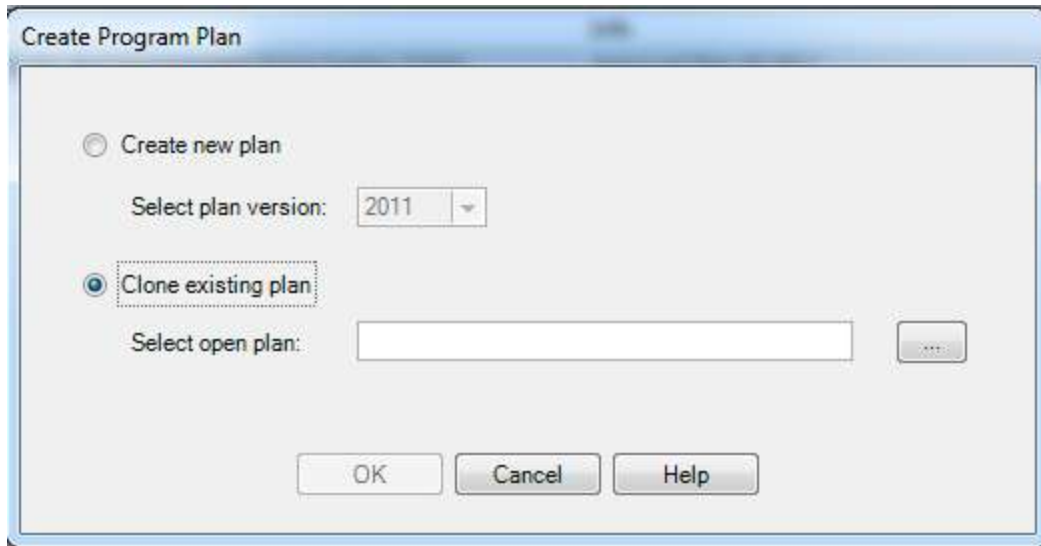



 *Tip: Users can also select the  Create New Program Plan icon on the main window of cPet.*

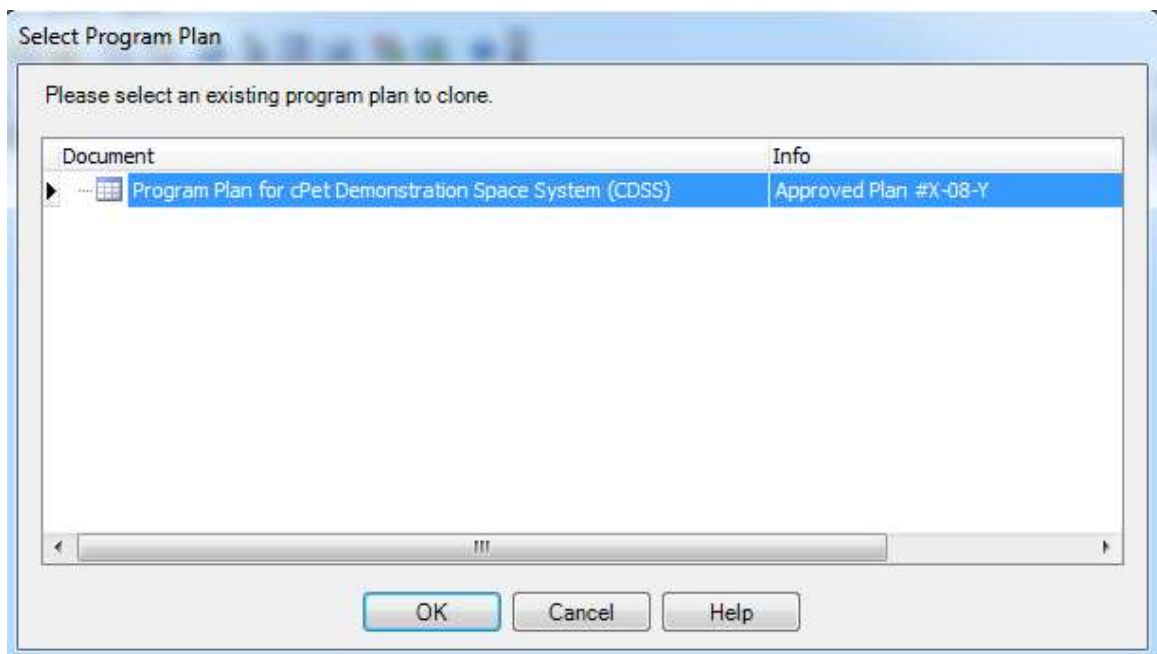
1. The “Create Program Plan” window will open, and the user can choose to select a new version of the plan, or open an existing plan from their hard drive.
2. In the example below, the user choose “Create new plan”, and selected the 2011 version of the Program Plan. Then, click “Ok”:



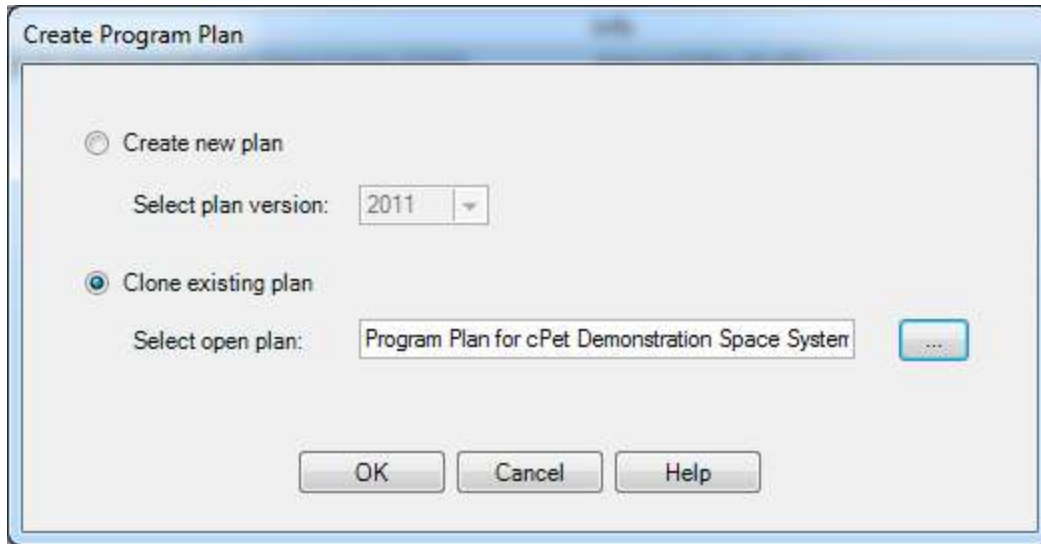
3. The user also has the option to “Clone existing plan”, which will copy the Basic Information, WBS, and Submission Events from a plan already imported into cPet:



4. In order to select a plan to “clone”, the user should click on the  Browse icon to select the file, then click “OK”:



5. The selected plan will then show up in the “Create Program Plan” window, and the user can click “OK” to create a cloned Program Plan:

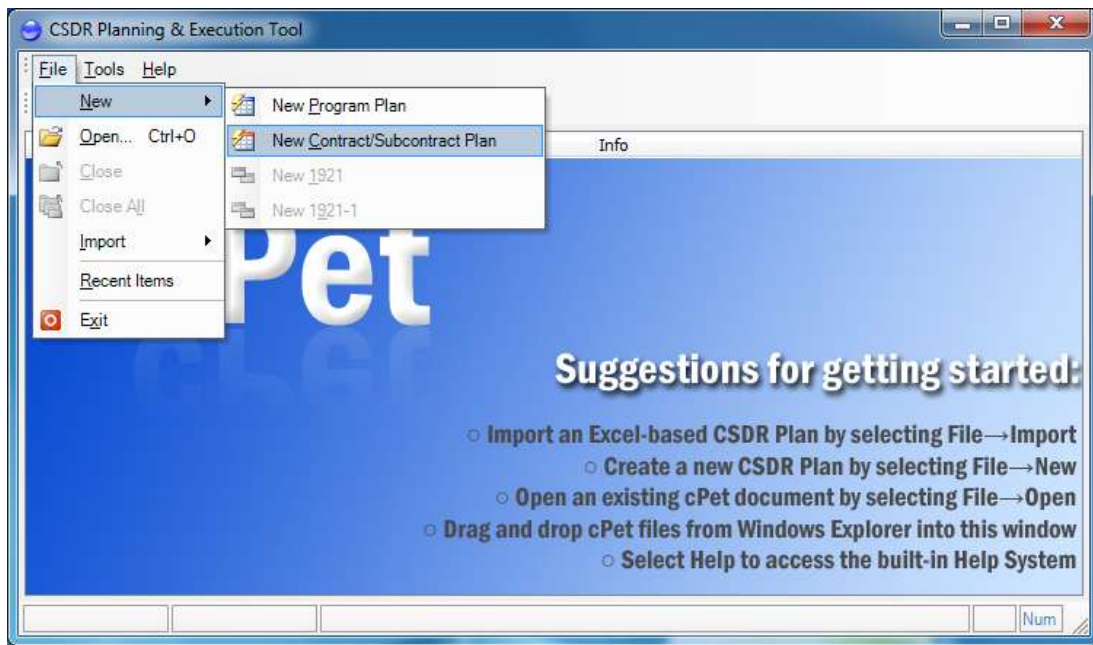



6. Once the “Create Program Plan” option has been selected, and the user clicks “OK”, the Basic Information window will automatically appear.

➡ Proceed to [Basic Information of a Program Plan](#)

2.2.1.2 Create a New Contract/Subcontract Plan

1. To create a New Contract Plan, click **File → New → New Contract/Subcontract Plan**:



 *Tip: Users can also select the  Create New Contract/Subcontract Plan icon on the main window of cPet.*

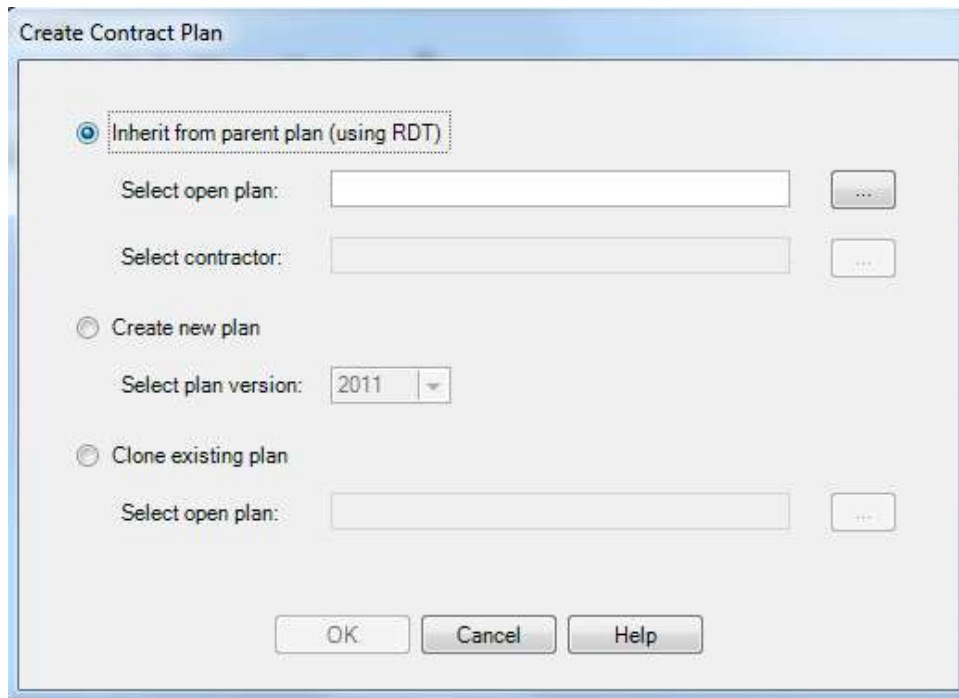
1. The user then has three different options for creating a New Contract plan:


- ➡ [Inherit from Parent Plan \(Using RDT\)](#)
- ➡ [Create New Plan](#)
- ➡ [Clone Existing Plan](#)

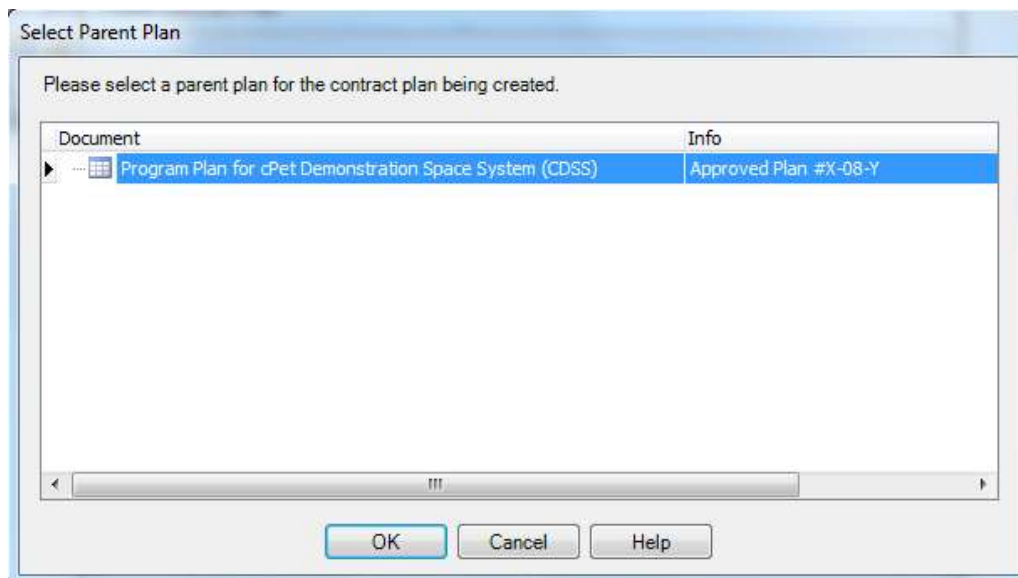
2.2.1.2.1 Inherit from Parent Plan (Using RDT)

This option allows the user to inherit the Basic Information, WBS, and Submission Events from an already established “Parent” plan. This option can be used to create both Contract and Subcontract Plans. This step is reliant on the creation of a Resource Distribution Table (RDT) at the Parent plan level. For more information on the RDT, see [Build the RDT](#):

1. Select the following option, “Inherit from parent plan (using RDT)”:



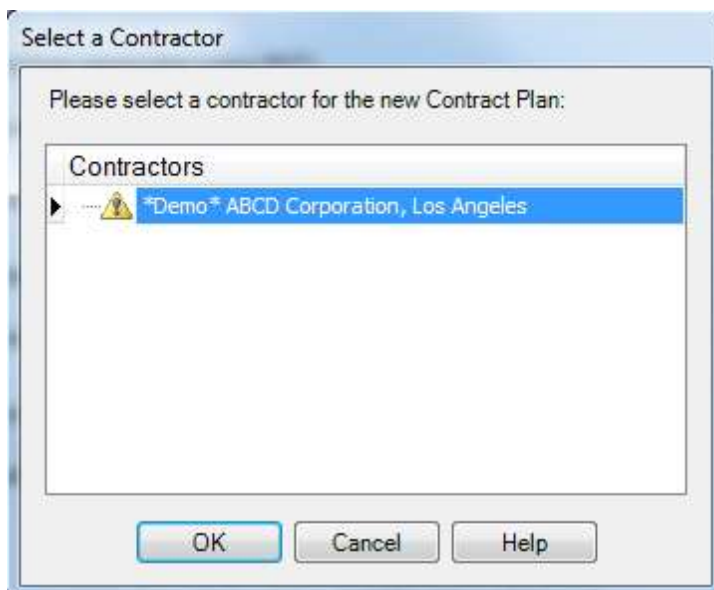
3. Click the  icon in the “Select open plan”, and select a parent plan from the list, and click “OK”:



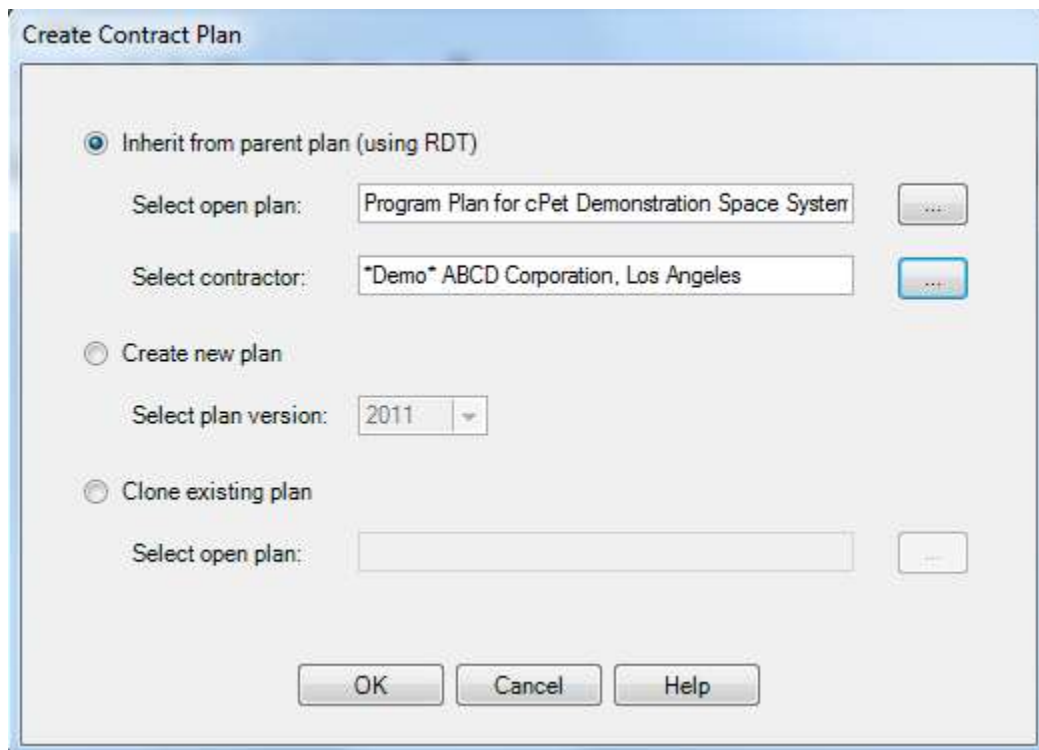
4. The selected parent plan will now be shown in the “Create Contract Plan” window:



5. Next, select a contractor by clicking the  icon in the “Select Contractor” line. Select the appropriate contractor for which the New Contract Plan is for, and click “OK”:



6. Once the Parent Plan and Contractor are selected, click “OK” within the Create Contract Plan window:



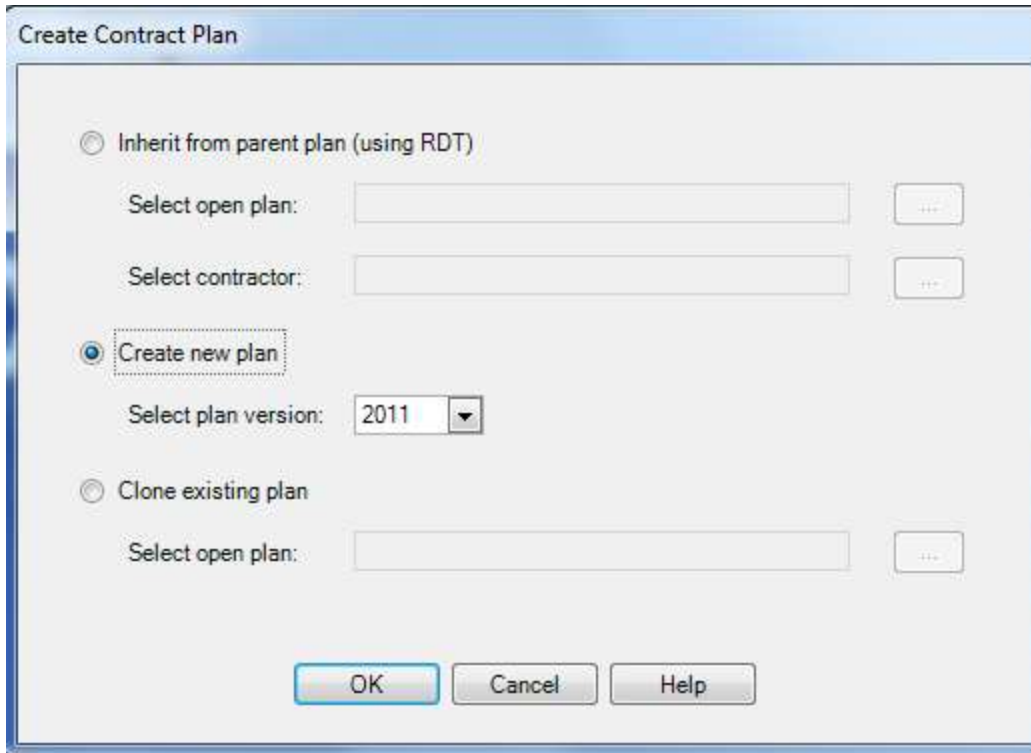
7. The Basic Information window will automatically appear.

➡ Proceed to [Basic Information of a Contract/Subcontract Plan](#)

2.2.1.2.2 Create New Plan

This option for creating a new Contract/Subcontract plan allows the user to create a brand-new plan.

1. Select the following option, “Create new plan” with a 2011 plan version, and click “OK”:



2. The Basic Information window will automatically appear.

➡ [Proceed to Basic Information of a Contract/Subcontract Plan](#)

2.2.1.2.3 Clone Existing Plan

This option for creating a new Contract/Subcontract plan allows the user to copy the Basic Information, WBS, and Submission Events from a plan already imported into cPet.

1. Select the “Clone existing plan” option:

Create Contract Plan

☐ Inherit from parent plan (using RDT)

Select open plan:

Select contractor:

☐ Create new plan

Select plan version: 2011


☒ Clone existing plan

Select open plan:

2. In order to select a plan to “clone”, the user should click on the Browse icon to select the file, and click “OK”:

Select Contract Plan

Please select an existing contract plan to clone.

Document	Info
 Contract Plan with *Demo* ABCD Corporation for cPet Demonstrat...	Contract #A99XYZ-08-B-1234, Approv

3. The selected plan that the user wishes the clone will appear in the “Create Contract Plan” window, and then click “OK”:

Create Contract Plan

☐ Inherit from parent plan (using RDT)

Select open plan: ...

Select contractor: ...

☐ Create new plan

Select plan version: 2011 ▼

☒ Clone existing plan

Select open plan: Contract Plan with *Demo* ABCD Corporation for cF ...

OK Cancel Help

4. The Basic Information window will automatically appear.

➡ Proceed to [Basic Information of a Contract/Subcontract Plan](#)

2.2.2 Edit the Basic Information

2.2.2.1 Basic Information of a Program Plan

The next step in creating a New Program Plan is to edit the Basic Information.

1. In the window below, the user will edit the “WBS System Type”, Program Name, Phase/Milestone, WBS System Type, Prime Mission Product, Plan Specifics, and Point of Contact Information:

Basic Info - Program Plan for cPet Demonstration Space System (CDSS)

File

Select WBS System Type from MIL-STD-881C

Basic Information DD2794 Narrative Text

Program Name cPet Demonstration Space System (CDSS)

Phase/Milestone A

WBS System Type Space System

Prime Mission Product Demo PMP

Program

Prime Contract

Subcontract

Plan Specifics

Initial Submission

Change

Preparing Organization Demo Organization

Approved Plan Number X-08-Y

Current Submission Date 5/12/2008

Last Approved Plan Date / /

Point of Contact

POC cPet User

Address 123 Tester Lane

City Los Angeles


State CA

Zip 55555-

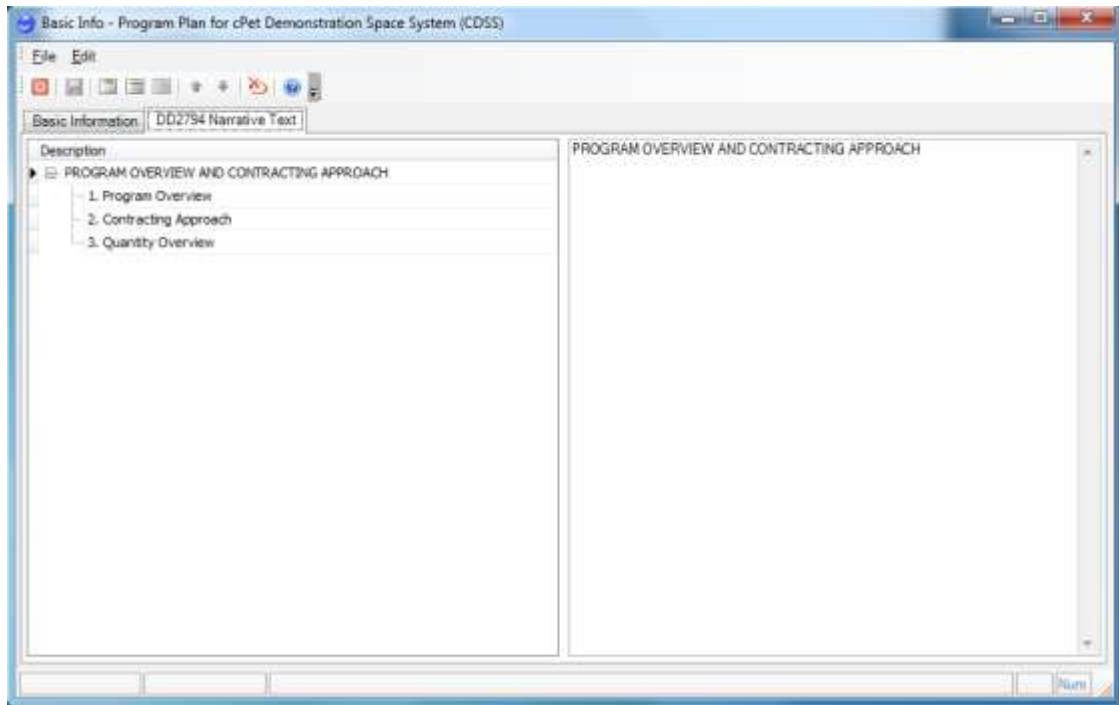
Phone/Fax 310-555-5555 310-555-5555

Email tester@testing.local







Num



 *Tip: See the Basic Info Dialog for more information on what fields in cPet correspond to the DD 2794 Form.*


2. Select the “DD2794 Narrative Text” tab to view the Block 15 “Remarks” section of the DD 2794 Form:



3. Fill in the appropriate text for each remark, and use the following controls to edit the headings:

- a.  Add a new parent heading
- b.  Add a new sibling heading
- c.  Add a new child heading
- d.  Move entry up on the list
- e.  Move entry down on the list
- f.  Delete the heading

4. Click the  Save icon, and  Close icon to finish editing the Basic Information.

 Proceed to [WBS Editor](#)

2.2.2.2 Basic Information of a Contract/Subcontract Plan

The next step in creating a New Contract/Subcontract Plan is to edit the Basic Information.

1. In the window below, the user will edit the “WBS System Type”, Program Name, Phase/Milestone, WBS System Type, Prime Mission Product, Plan Specifics, and Point of Contact Information:

- Tip: See the [Basic Info Dialog](#) for more information on what fields in cPet correspond to the DD 2794 Form.*
- Tip: If you are creating a Subcontract Plan, ensure that “Subcontract” is selected within the Basic Information window.*

2. Select the “Contract Information Tab”, to edit the Contract Number, Performing Organization, Appropriation, Required Reports, and Division:

Basic Info - Contract Plan with "Demo" ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit

Basic Information Contract Information DD2794 Narrative Text

Contract

Number A99XYZ-08-B-1234

Performing Organization

Name "Demo" ABCD Corporation

Address

Address

City

State

Zip

Appropriation

☒ RDT&E ☐ Procurement ☐ O&M

Required Reports

☒ DO 1921-3 (CBDR)

Division

Name Special Research Division

Address

Address

City Santa Barbara

State CA

Zip

Num

3. Select the "DD2794 Narrative Text" tab to edit the Block 15 "Remarks" section of the DD 2794 Form:

Basic Info - Contract Plan with "Demo" ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit

Basic Information Contract Information DD2794 Narrative Text







Description



- NON-RECURRING/RECURRING DEFINITIONS
- COST ACCOUNTING STANDARDS (CAS) DISCLOSURE STATEMENT DIFFERENCES
- 1921-3 CONTRACTOR BUSINESS DATA REPORT
- ** (if required) 1921-2 PROGRESS CURVE REPORT

NON-RECURRING/RECURRING DEFINITIONS

Num

4. Fill in the appropriate text for each remark, and use the following controls to edit the headings:

1.  Add a new parent heading
2.  Add a new sibling heading
3.  Add a new child heading
4.  Move entry up on the list
5.  Move entry down on the list
6.  Delete the heading

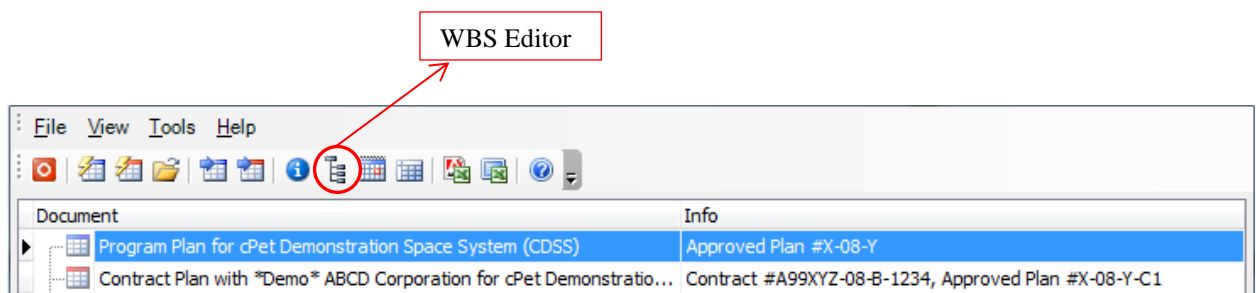
5. Click the  Save icon, and  Close icon to finish editing the Basic Information.

➡ Proceed to [Edit the WBS](#)

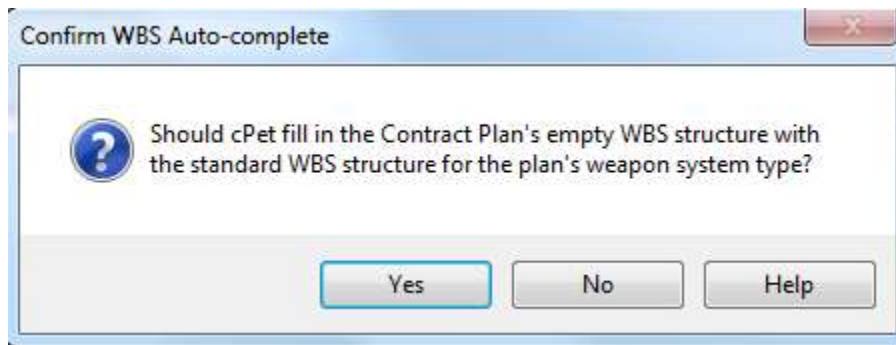
2.2.3 Edit the WBS

After the Basic Information has been edited, the next step in creating a new plan is editing the Work Breakdown Structure (WBS). The process of editing a WBS in cPet is the same across all versions of the DD 2794: Program Plan, Contract Plan, and Subcontract Plan.

1. To begin, select the  WBS Editor icon in the main cPet window.



- Before the WBS Editor can be accessed, cPet will prompt the user with the following “Auto-complete” message:



i *Tip: The “Auto-Complete” window will only appear if the plan was created as “New”. The options to “Clone” or “Inherit” existing plans will automatically will the WBS with the same elements as the cloned or inherited plan.*


- When the user selects “Yes”, cPet automatically populates the WBS Editor with the “WBS System Type” that was selected within the “Basic Information” tab:

WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	h/W	C/WBS Oct.	1921	1921-1	1921-2	1921-4	SERIAL
Space System		1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SETPM and Support Equipment (1..4) 1		1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Engineering		1.1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assembly, Integration and Test		1.1.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Management		1.1.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Equipment		1.1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle (1..4) Specify/2		1.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SETPM and Support Equipment		1.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Engineering		1.3.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assembly, Integration and Test		1.3.1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Management		1.3.1.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Equipment		1.3.1.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bus		1.3.1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SETPM and Support Equipment		1.3.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Engineering		1.3.2.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assembly, Integration and Test		1.3.2.1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Management		1.3.2.1.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Equipment		1.3.2.1.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>













- Instead of using the “Auto-Complete” feature within the WBS editor, the user can select “No”, and choose to insert a WBS from an existing plan. To insert a WBS in the WBS Editor, click **Edit → Insert WBS from Existing Plan:**










7. cPet will highlight errors in the WBS, so the user can easily identify them. In the example below, the user failed to select any forms for the WBS elements:


WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	N/A	CHBS Oct.	1921	1921-1	1921-2	1921-4	SPDR
Space System		1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Support Equipment (1..a) 1		1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Systems Engineering		1.1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assembly, Integration and Test		1.1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Management		1.1.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Equipment		1.1.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle L..n (Specify)2		1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Support Equipment		1.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Systems Engineering		1.2.1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assembly, Integration and Test		1.2.1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Management		1.2.1.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Equipment		1.2.1.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bus		1.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Support Equipment		1.2.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Systems Engineering		1.2.2.1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assembly, Integration and Test		1.2.2.1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Management		1.2.2.1.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


 *Tip: See [Errors to Avoid](#) for more information on common errors.*


8. In order to edit the WBS, the following icons are available within the WBS Editor to add/remove/move the WBS elements:

-  Undo
-  Redo
-  Add a sibling to the selected element
-  Add a child to the selected element
-  Delete an item
-  Copy a WBS element
-  Cut a WBS element
-  Paste a WBS element (note that elements can be pasted from cPet or from Excel)
-  Indent an item
-  Unindent an item
-  Move an item up in the list
-  Move an item down in the list

- m.  Provides the option of assigning a WBS number to each item, or clearing the item numbers
- n.  Free Edit Mode - Turn on Free Edit mode to add, delete, or arrange WBS elements easily. See below for more details
- o.  Expand All (Found under the View Menu)- All the elements in the WBS tree will be displayed
- p.  Collapse All (Found under the View Menu)- All the elements in the WBS tree will be collapsed so that only the root element(s) is displayed
- q.  Check (Found under the Edit Menu) - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to check all the items in the selection
- r.  Uncheck (Found under the Edit Menu) - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to uncheck all the items in the selection
- s.  Insert Standard WBS (Found under the Edit Menu). Provides the option to insert one of the standard WBS's according to either the MIL-HDBK-881A or MIL-STD-881C as specified.
- t. To check/uncheck all the elements in a column, right click on the column header and select  or  , respectively.

 *Tip: From the Edit menu, you can Select All or Select Child Elements. These commands can be particularly useful if you would like to delete groups of elements from a standardized WBS.*

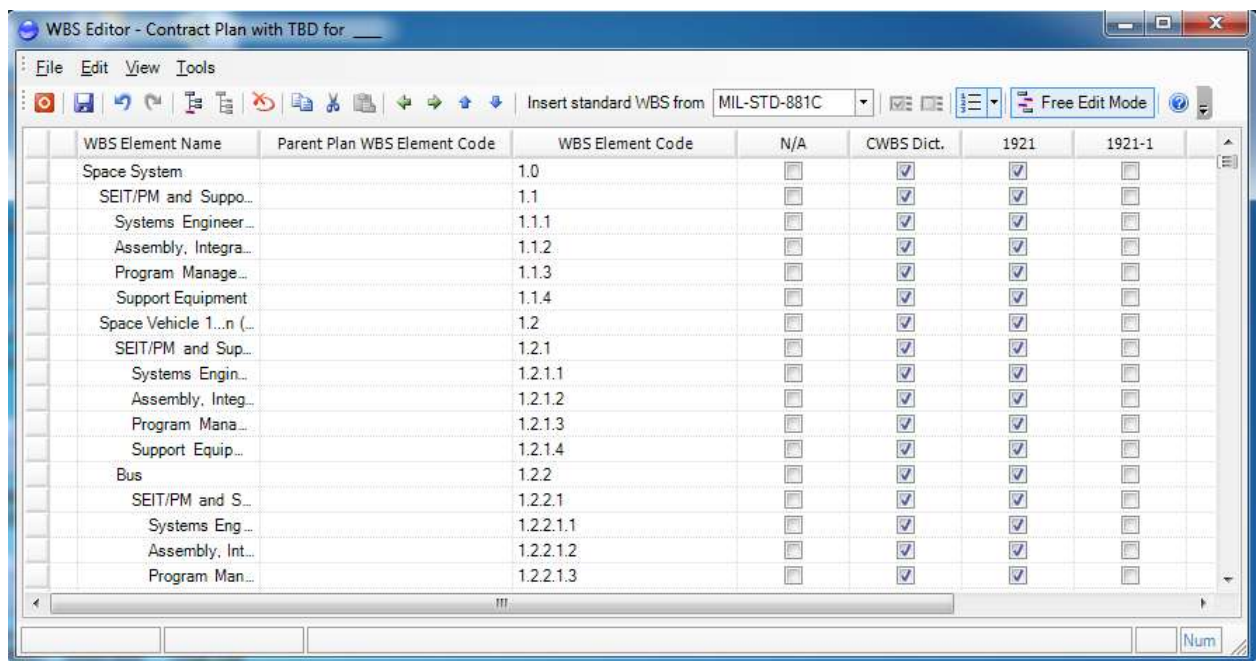
 *Tip: Elements can be copied from the WBS Editor and pasted into Excel. Likewise, elements can be copied from Excel and pasted into the WBS Editor.*

 *Tip: Click **Edit** → **Insert WBS from Existing Plan** to add WBS elements from a [selected plan](#) already open in cPet.*





2.2.3.1 Free Edit Mode

Within the WBS Editor, the user has the option to edit the WBS under **Free Edit Mode**. Free Edit Mode may be useful when creating new WBS elements or rearranging the indentation structure of the elements. The purpose of the Free Edit Mode is to visually organize the WBS with ease. Without this mode turned on, a newly added element may not appear where you would like it to be in the tree structure. There are a few things to note when using the **Free Edit Mode**:

1. Click the  Free Edit Mode icon on the toolbar to turn on the Free Edit Mode:



2. In Free Edit Mode, parent/child relationships among WBS elements are relaxed so that individual elements can be indented and moved without changing the indentation or position of other elements. A WBS element will no longer be associated with its children, it will now be associated with other children. For example, when you move WBS element 1.2 “Systems Engineering” to above WBS element 1.1.4 “Integration, Assembly, Test and Checkout,” WBS element 1.1.4 becomes WBS element 1.2.1).

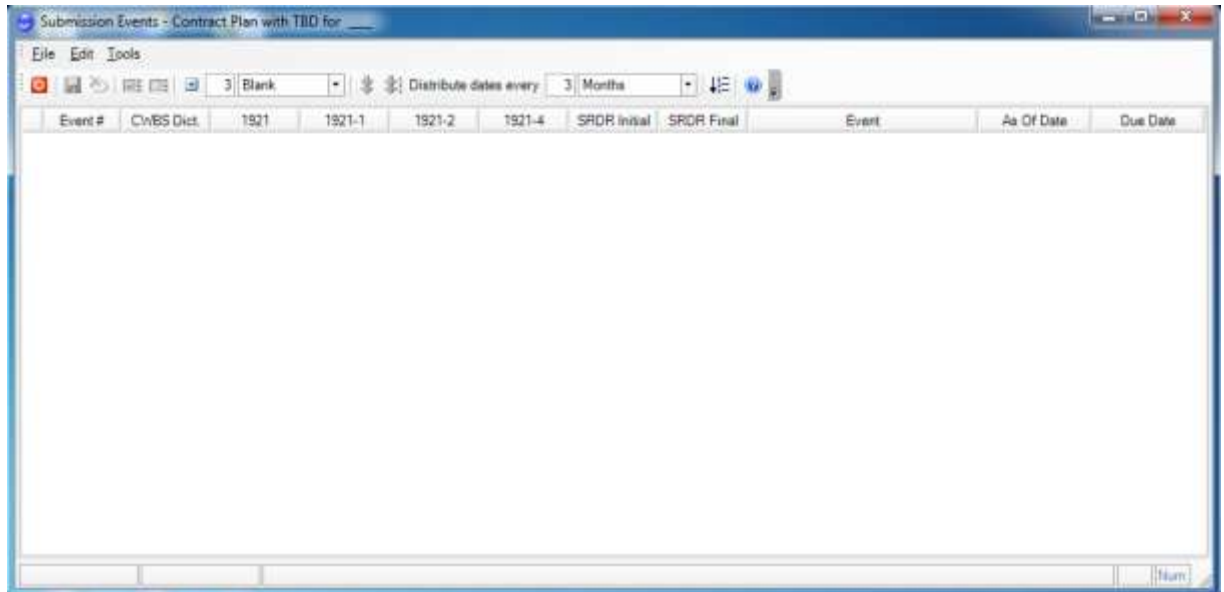
3. The WBS elements will still appear indented under each other, but the Expand () and Collapse () icons will no longer be present.
4. After changing the WBS in Free Edit Mode, the WBS indenture structure will be maintained after the mode is turned off.
5. WBS elements are indented by four spaces. However, if you indent an element by a single space, cPet will interpret this element as being indented by four spaces.
6. If you indent an element by more than four spaces, cPet will ignore these extra spaces. If you close and reopen the WBS Editor, the element will appear indented by the normal four spaces.
7. Click the  Save icon, and  Close icon to finish editing the WBS.

 Proceed to [Edit the Submission Events](#)

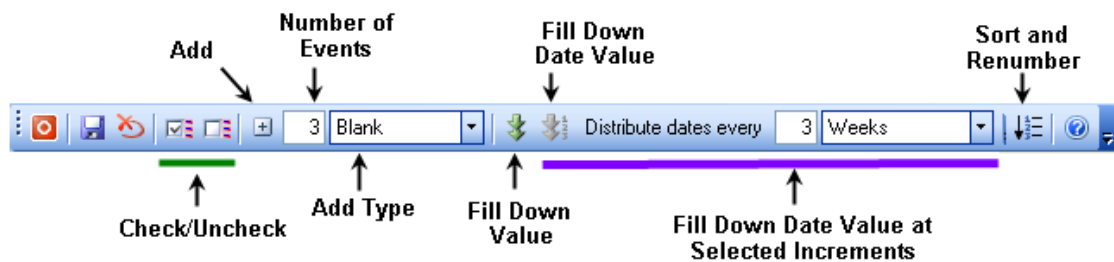
2.2.4 Edit the Submission Events

After the Basic Information and WBS have been edited, the next step in creating a new plan is editing the Submission Events. The process of editing the Submission Events in cPet is the same across all versions of the DD 2794: Program Plan, Contract Plan, and Subcontract Plan.

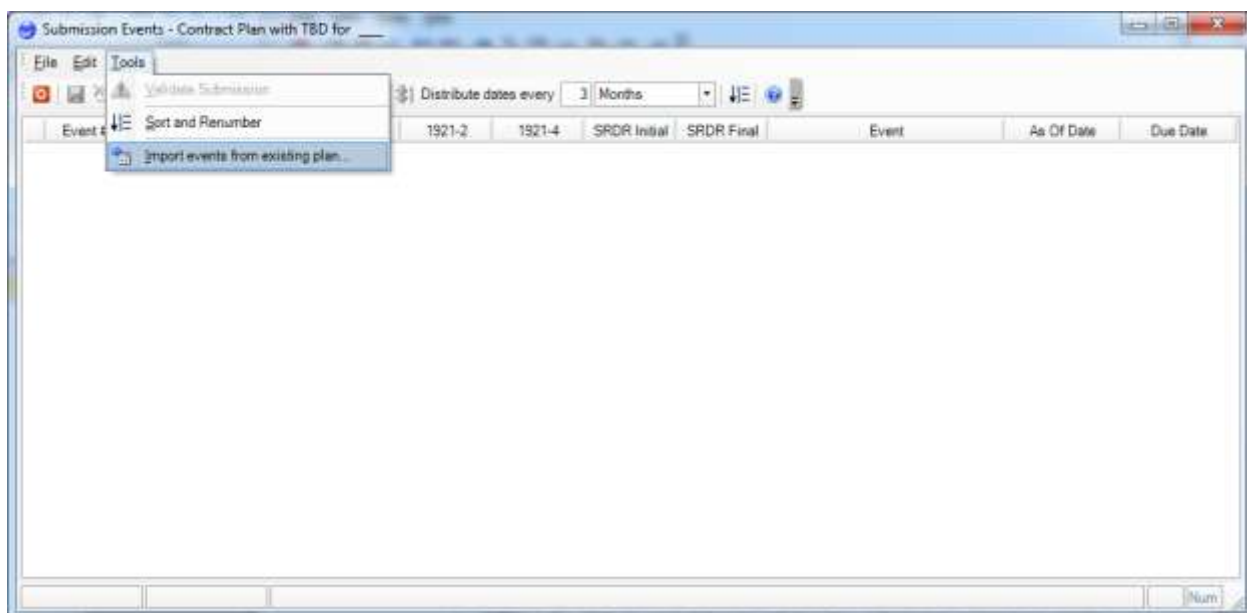
1. Click the  Submission Events icon in the main window of cPet:



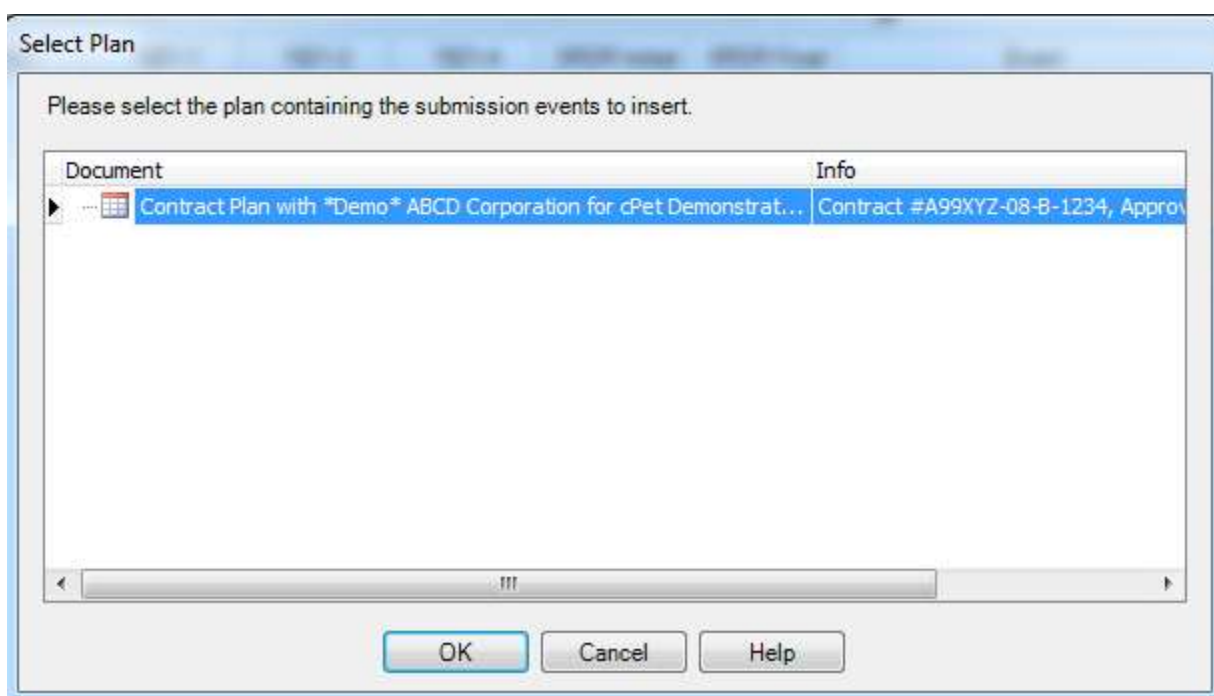
- Using the Submission Events Toolbar, the user can add/remove/edit submission events:



- The user also has the option to import submission events from an already existing plan in cPet. To import submission events, click **Tools → Import events from existing plan:**



4. Within the “Select Plan” window, the user can choose to the plan they wish to import the submission events from, and click “OK”:



5. The submission events from the selected plan will then automatically be imported into the current version of the plan:

Submission Events - Contract Plan with TBD for _____







File Edit Tools










3 Blank Distribute dates every 3 Months


Event #	C/WBS Dict.	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial Review	6/30/2006	8/31/2006
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Final Review	1/31/2010	3/31/2010


Num

6. The following list describes the options available to edit the Submission Events:

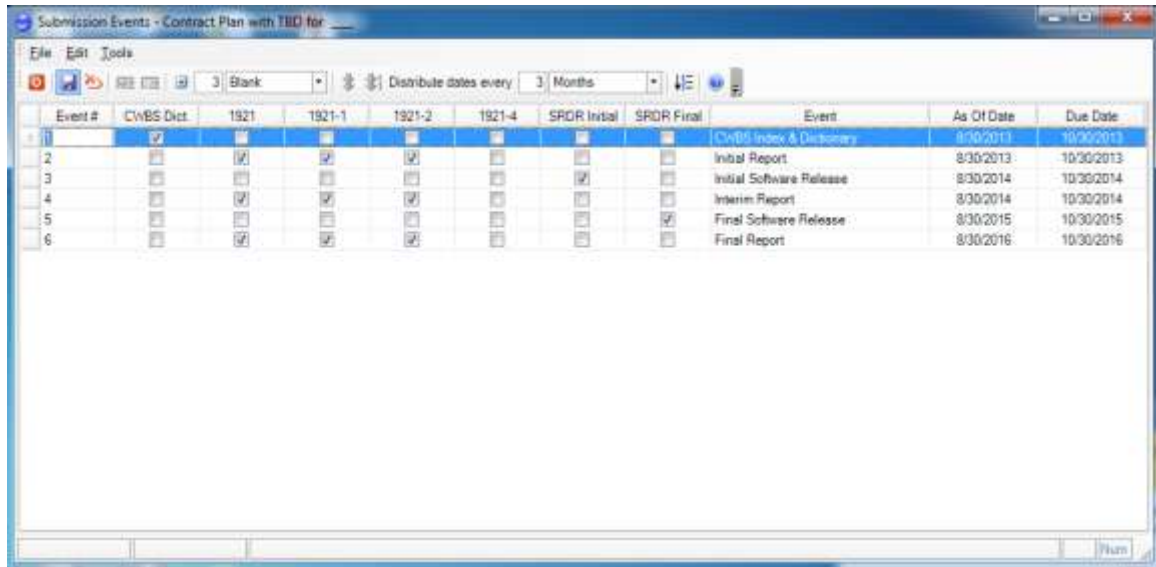
- a.  Delete a submission event.
- b.  Use the shift or control key to select a few submission events in a certain column. Then click this icon to check all the items in the selection.
- c.  Use the shift or control key to select a few submission events in a certain column. Then click this icon to uncheck all the items in the selection.
- d.  Add submission event(s):
 - i. Adds either “Blank” or “Like Current” events:
 1. “Blank” = Adds new rows
 2. “Like Current” = Copies rows from selected row
- e.  Fill Down Value – When several rows are selected, clicking this icon checks/unchecks the boxes in the column according to the first row. This icon can also be used to copy dates down a column.
- f.  Fill Down Date Value – When multiple rows are selected, clicking this icon generates dates down the column. These dates are set apart from each other by a certain increment of time.

- g.  Insert a row before the selected event (found on Edit menu).
- h.  Insert a certain number of rows (quantity depends on numerical value in toolbar; found on Edit menu).
- i.  Add a row to the end of the submission events list (found on Edit menu).
- j.  Add a certain number of rows to the end of the submission events list (quantity depends on numerical value in toolbar; same as  icon; found on Edit menu).
- k.  Sort and Renumber – Arranges the submission events by As of Date and designates an Event Number for each.
- l.  Import Events from contract plan - Contract plan submission events can be imported into a program plan's submission events. See [Import Events from Contract Plan](#) for more information. Icon found under the Tools menu of a program plan.
- m. To check/uncheck all the events in a column, right click on the column header and select  or  , respectively.



 *Tip: From the Edit menu, you can **Select All**. This command can be particularly useful if you would like to either check/uncheck all the submission events, or delete them all.*

 *Tip: Once an As Of Date is assigned to a submission event, cPet automatically generates a Due Date, but this date can easily be changed.*

7. Below is an example of what a standard Submission Events table will look like in cPet:



Event #	CWS Dict	1921	1921-1	1921-2	1921-4	SPDR Initial	SPDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CWS Index & Dictionary	8/30/2013	10/30/2013
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial Report	8/30/2013	10/30/2013
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial Software Release	8/30/2014	10/30/2014
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Interim Report	8/30/2014	10/30/2014
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Final Software Release	8/30/2015	10/30/2015
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Final Report	8/30/2016	10/30/2016

8. Click the  Save icon, and  Close icon to finish editing the Submission Events.

➡ Proceed to [Build the RDT](#)

2.2.5 Build the RDT


Once the plan has been created, the required Resource Distribution Table (RDT) can easily be created using cPet's RDT feature. In most cases, a Program RDT is required as a supporting document for the Program Plan. Similarly, a Contract RDT is required for a Contract Plan. Within cPet, the Program RDT can also be used to create a Contract Plan (See [Inherit from Parent Plan \(Using RDT\)](#)).

➡ [Build a Program RDT](#)

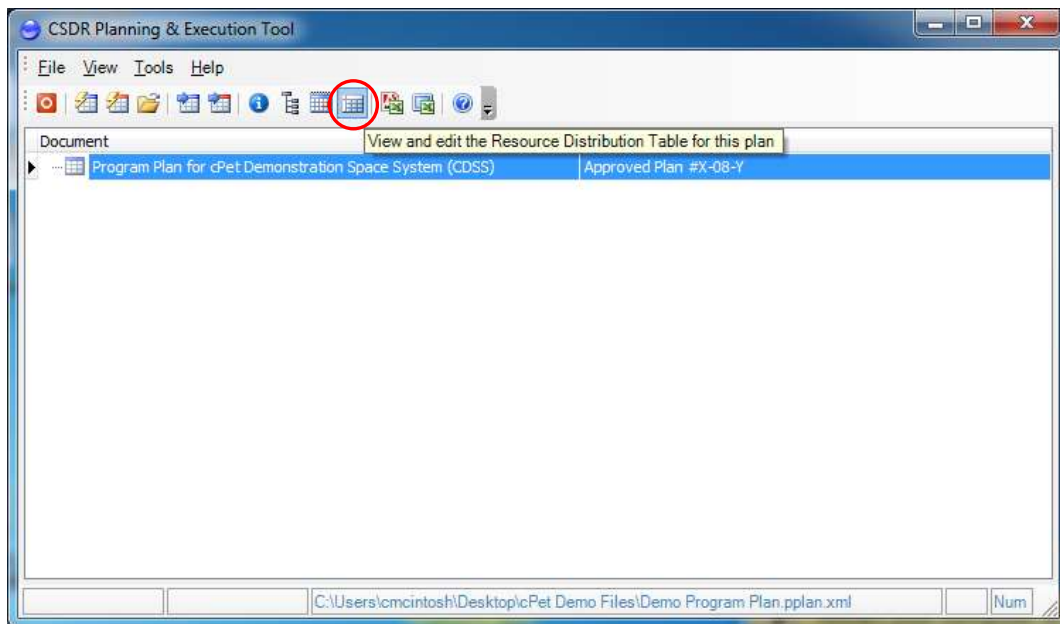
➡ [Build a Contract RDT](#)

2.2.5.1 Build a Program RDT

The Program RDT is specific to a certain phase of the program. For example, the RDT could be representative of the TD, EMD, LRIP, or FRP phase. The RDT must reconcile with the total program value for a given acquisition phase. Using the Program Plan WBS, the RDT identifies all government organizations, prime contracts, subcontracts, and Government Furnished Equipment (GFE) contracts and associated dollar values (total contract and SW effort).

 *Tip: The Program Plan must be a 2011 version to build the RDT. For information on how to convert the plan, see [Converting to 2011 Version](#).*

1. In the main window of cPet, select the  RDT icon from the tool bar:



2. The RDT window will appear with the Program WBS Element Names and Codes in the bottom of the window:

RDT - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM

CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

WBS Element Name	WBS Element Code
Space System	1.0
SEIT/PM and Other Common Elements	1.1
Space Vehicle (1....n as required)	1.2
SEIT/PM and Other Common Elements	1.2.1
Spacecraft Bus	1.2.2
Integration, Assembly, Test and Checkout	1.2.2.1
Telemetry, Tracking, and Command Subsystem	1.2.2.2
Communication / Payload	1.2.3
Booster Adapter	1.2.4
Space Vehicle Storage	1.2.5

Num

3. In order to fill out the required Contract Information, the user will select the Contractor icon:

RDT - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM


CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

☐ GFE

WBS Element Name	WBS Element Code	TBD
Space System	1.0	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.1	<input type="checkbox"/>
Space Vehicle (1....n as required)	1.2	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.2.1	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>
Integration, Assembly, Test and Chec...	1.2.2.1	<input type="checkbox"/>
Telemetry, Tracking, and Command S...	1.2.2.2	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>
Booster Adapter	1.2.4	<input type="checkbox"/>
Space Vehicle Storage	1.2.5	<input type="checkbox"/>



Num






4. Once the  Contractor icon is selected, the “Selected Contractor Information” section is now available to be filled out. Since the user is preparing a Program RDT, the first column should be filled out using the Government Program Office’s information:


Selected Contractor Information			
Contract Description	<input type="text" value="Government Program Office"/>	Total Contract Value	\$M <input type="text" value="150.0"/>
Contractor Name	<input type="text" value="cPet Program Office"/>	Software Contract Value	\$M <input type="text" value="0.0"/>
Contractor Location	<input type="text" value="cPet Lane"/>	Government Organization or PARM	<input type="text" value="cPet PO"/>
Contract Number	<input type="text" value="N/A"/>	CSDR Direct Reporting per CWIPT	<input type="text" value="No"/>
	<input type="checkbox"/> GFE	SRDR Direct Reporting per CWIPT	<input type="text" value="No"/>


5. Continuing to fill out the first column on the Program RDT, related to the Government Program Office, the user will then select the WBS elements that are applicable only to the Government Program Office:



WBS Element Name	WBS Element Code	cPet Program Office
<input checked="" type="checkbox"/> Space System	1.0	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.1	<input type="checkbox"/>
<input checked="" type="checkbox"/> Space Vehicle (1....n as required)	1.2	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.2.1	<input checked="" type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>
Integration, Assembly, Test and Chec...	1.2.2.1	<input type="checkbox"/>
Telemetry, Tracking, and Command S...	1.2.2.2	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>
Booster Adapter	1.2.4	<input type="checkbox"/>
Space Vehicle Storage	1.2.5	<input type="checkbox"/>

6. The following icons available in the Tool Bar at the top of the screen can be used to easily edit the RDT:
-  **Check Selection** - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to check all the items in the selection.
 -  **Uncheck Selection** - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to uncheck all the items in the selection.

- c.  If the WBS item name is longer than the width of the column, clicking this button resizes the Column so the entire name can be seen.
- d.  Arranges the contractor columns in order of their base year contract value, from largest to smallest.
- e.  Moves a contractor column adjacent to the WBS (icon found by right-clicking on a column header)
- f. To check/uncheck all the elements in a column, right click on the column header and select  or  , respectively.

 *Tip: From the Edit menu, you can **Select All** or **Select Child Elements**. These commands can be particularly useful if you would like to check/uncheck groups of WBS elements.*

 *Tip: WBS elements must have item numbers in order for them to be edited in the RDT. Items that do not have numbers will be highlighted according to the [Options](#) display color. You will be unable to check these elements under any contractor column until you assign them numbers in the WBS Editor.*

- 7. Once the Government Program Office's WBS elements have been selected, click the  Save icon.
- 8. The next step is to add the Prime Contractor to the RDT, by clicking the  Add Contractor at the top of the screen:

RD - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description: Government Program Office

Contractor Name: cPet Program Office

Contractor Location: cPet Lane

Contract Number: N/A

Total Contract Value: \$M 150.0

Software Contract Value: \$M 0.0

Government Organization or PARM: cPet PO


CSDR Direct Reporting per CWIPT: No

SRDR Direct Reporting per CWIPT: No

GFE

WBS Element Name	WBS Element Code	cPet Program Office
Space System	1.0	
SEIT/PM and Other Common Elements	1.1	
Space Vehicle (1...n as required)	1.2	
SEIT/PM and Other Common Elements	1.2.1	<input checked="" type="checkbox"/>
Spacecraft Bus	1.2.2	
Integration, Assembly, Test and Chec...	1.2.2.1	
Telemetry, Tracking, and Command S...	1.2.2.2	
Communication / Payload	1.2.3	
Booster Adapter	1.2.4	
Space Vehicle Storage	1.2.5	

Num

9. The  Add Contractor icon will create a new column in your RDT labeled “TBD”:

RD - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM


CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

☐ GFE

WBS Element Name	WBS Element Code	cPet Program Office	TBD
Space System	1.0	<input type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Other Comm...	1.1	<input type="checkbox"/>	<input type="checkbox"/>
Space Vehicle (1...n as re...	1.2	<input type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Other Co...	1.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>	<input type="checkbox"/>
Integration, Assem...	1.2.2.1	<input type="checkbox"/>	<input type="checkbox"/>
Telemetry, Trackin...	1.2.2.2	<input type="checkbox"/>	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>	<input type="checkbox"/>
Booster Adapter	1.2.4	<input type="checkbox"/>	<input type="checkbox"/>
Space Vehicle Storage	1.2.5	<input type="checkbox"/>	<input type="checkbox"/>

Num

10. In order to select a Contractor, the user should click the  Select Contractor icon:

RDT - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M


Software Contract Value \$M

Government Organization or PARM

CSDR Direct Reporting per CWIPT


SRDR Direct Reporting per CWIPT

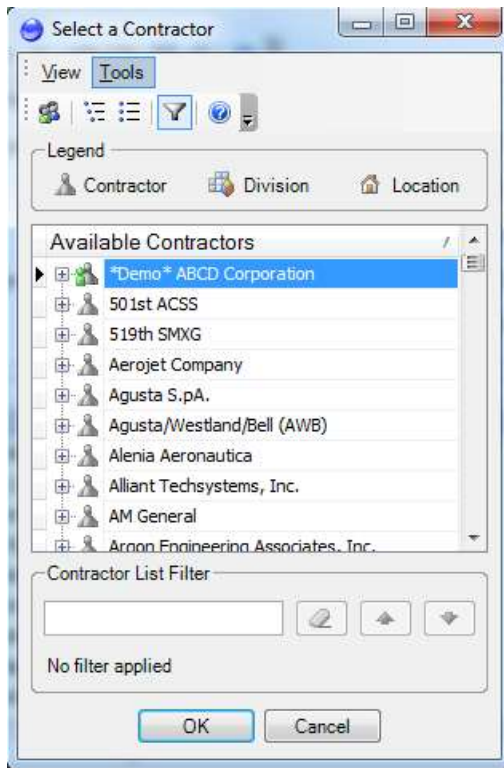
☐ GFE



WBS Element Name	WBS Element Code	cPet Program Office	TBD
Space System	1.0	<input type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Other Comm...	1.1	<input type="checkbox"/>	<input type="checkbox"/>
Space Vehicle (1...n as re...	1.2	<input type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Other Co...	1.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>	<input type="checkbox"/>
Integration, Assem...	1.2.2.1	<input type="checkbox"/>	<input type="checkbox"/>
Telemetry, Trackin...	1.2.2.2	<input type="checkbox"/>	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>	<input type="checkbox"/>
Booster Adapter	1.2.4	<input type="checkbox"/>	<input type="checkbox"/>
Space Vehicle Storage	1.2.5	<input type="checkbox"/>	<input type="checkbox"/>

Num

11. When the  Select Contractor icon is selected, the user can then choose a prime contractor from the list of available contractors in cPet, and click “OK”:



12. The selected prime contractor will now be visible within the “Selected Contractor Information” section. The user should then enter the following required information:



The screenshot shows the 'RDT - Program Plan for cPet Demonstration Space System (CDSS)' window. The 'Selected Contractor Information' section contains the following data:

Contract Description	Prime Contractor	Total Contract Value	\$M	100.0
Contractor Name	*Demo* ABCD Corporation	Software Contract Value	\$M	20.0
Contractor Location	Los Angeles	Government Organization or PARM		N/A
Contract Number	X000XX-X-XX-1234	CSDR Direct Reporting per CWIPT		Yes
	<input type="checkbox"/> GFE	SRDR Direct Reporting per CWIPT		Yes

 The window also includes a menu bar (File, Edit, View) and a toolbar with various icons.

13. In order to identify which WBS elements will be produced by the selected prime contractor, the user will then “check” each applicable WBS element in the WBS section below:

WBS Element Name	WBS Element Code	cPet Program Office	TBD
Space System	1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Other Comm...	1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle (1....n as re...	1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Other Co...	1.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integration, Assem...	1.2.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Telemetry, Trackin...	1.2.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Booster Adapter	1.2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle Storage	1.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>

14. Once the prime contractor's WBS elements have been selected, click the  Save icon, and then  Add Contractor to begin adding the next contractor to the RDT:

RD - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM



CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

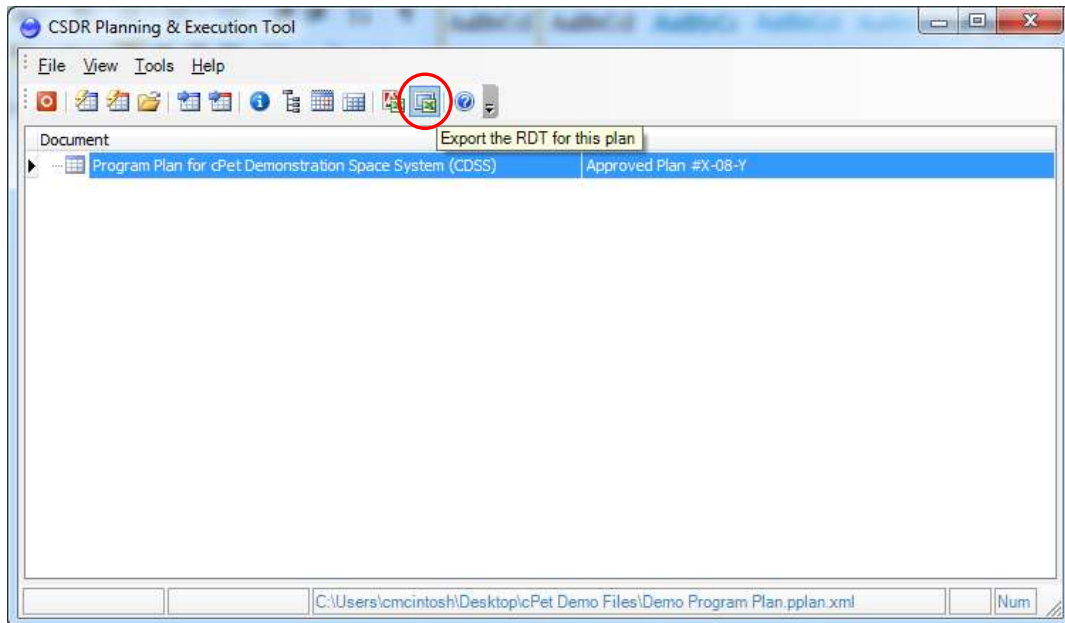
☐ GFE


WBS Element Name	WBS Element Code	cPet Program Office	*Demo* ABCD Corporation	TBD
Space System	1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Oth...	1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Space Vehicle (1...	1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and ...	1.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Integratio...	1.2.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telemetry...	1.2.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicatio...	1.2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Booster Adap...	1.2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Space Vehicle...	1.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Num

15. The user should continue to add the other Prime Contractors and Subcontractors following the same steps listed above. When the RDT is complete, click the  Save icon, and  Close icon.


16. To export the RDT to Excel, select the plan and click the  icon on the main toolbar:



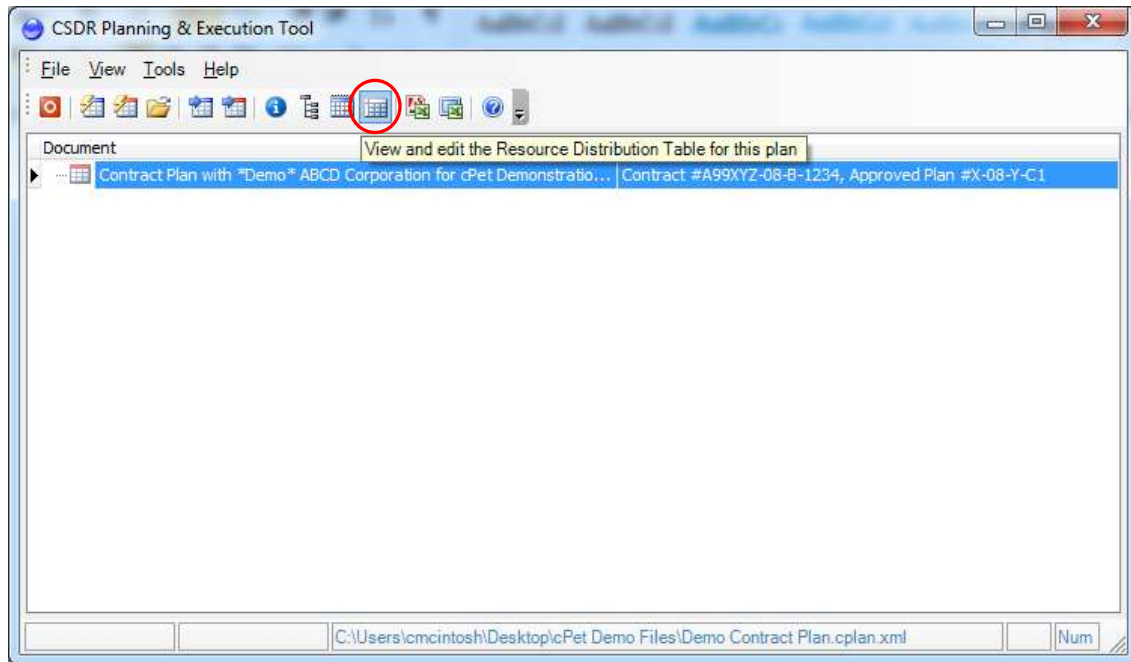
 *Tip: The RDT can also be exported by right clicking on the Program Plan, and selecting “Export RDT”.*

2.2.5.2 Build a Contract RDT

The Contract RDT is specific to a single prime contract within a program. The Contract RDT must reconcile with the total contract value for a given contractor effort. Using the Contract Plan WBS, the RDT identifies a single prime contract, subcontracts, and associated dollar values (total contract and SW effort).

 *Tip: The Contract Plan must be a 2011 version to build the RDT. For information on how to convert the plan, see [Converting to 2011 Version](#).*

1. In the main window of cPet, select the  RDT icon from the tool bar:



2. Within the RDT window, the Prime Contractor's information will automatically be filled in according to the information entered under the Basic Information tab (See [Contract Plan Basic Information](#)). Under the WBS Element section, the elements are automatically selected if there is a DD 1921 Form required under the WBS Editor tab (See [WBS Editor](#)):

RDT - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit View

Prime Contractor Subcontractors

Contractor Information

Contract Description

Contractor Name *Demo* ABCD Corporation, Special Res

Contractor Location Santa Barbara, CA

Contract Number A99XYZ-08-B-1234

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM

CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

WBS Element Name	WBS Element Code	*Demo* ABCD Corporation, Special Res
Space System	1.0	X
SEIT/PM and Other Common Elements	1.1	X
Space Vehicle (1....n as required)	1.2	X
SEIT/PM and Other Common Elements	1.2.1	X
Spacecraft Bus	1.2.2	X
Integration, Assembly, Test and Checkout	1.2.2.1	X
Telemetry, Tracking, and Command Subsystem	1.2.2.2	X
Communication / Payload	1.2.3	X
Communication	1.2.3.1	X

Num

- In order to complete the Prime Contractor's RDT information, the user should fill in the required fields:

Prime Contractor Subcontractors

Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM

CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

- Once the Prime Contractor information is complete, select the "Subcontractors" tab:


RDT - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit View

Prime Contractor Subcontractors

Selected Contractor Information

Contract Description

Contractor Name 

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M


Government Organization or PARM

CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

WBS Element Name	WBS Element Code
Space System	1.0
SEIT/PM and Other Common Elements	1.1
Space Vehicle (1....n as required)	1.2
SEIT/PM and Other Common Elements	1.2.1
Spacecraft Bus	1.2.2
Integration, Assembly, Test and Checkout	1.2.2.1
Telemetry, Tracking, and Command Subsystem	1.2.2.2
Communication / Payload	1.2.3
Communication	1.2.3.1

Num

- To add a Subcontractor to the RDT, click the  Add Contractor icon at the top of the screen:


RDT - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit View

Prime Contractor Subcontractors

Selected Contractor Information

Contract Description

Contractor Name 

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM

CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

WBS Element Name	WBS Element Code	TBD
Space System	1.0	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.1	<input type="checkbox"/>
Space Vehicle (1...n as required)	1.2	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.2.1	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>
Integration, Assembly, Test and Chec...	1.2.2.1	<input type="checkbox"/>
Telemetry, Tracking, and Command S...	1.2.2.2	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>
Communication	1.2.3.1	<input type="checkbox"/>

Num

6. To select a Subcontractor from the list, click the  Contractor icon:


RDT - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit View

Prime Contractor Subcontractors

Selected Contractor Information

Contract Description

Contractor Name 

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M

Government Organization or PARM

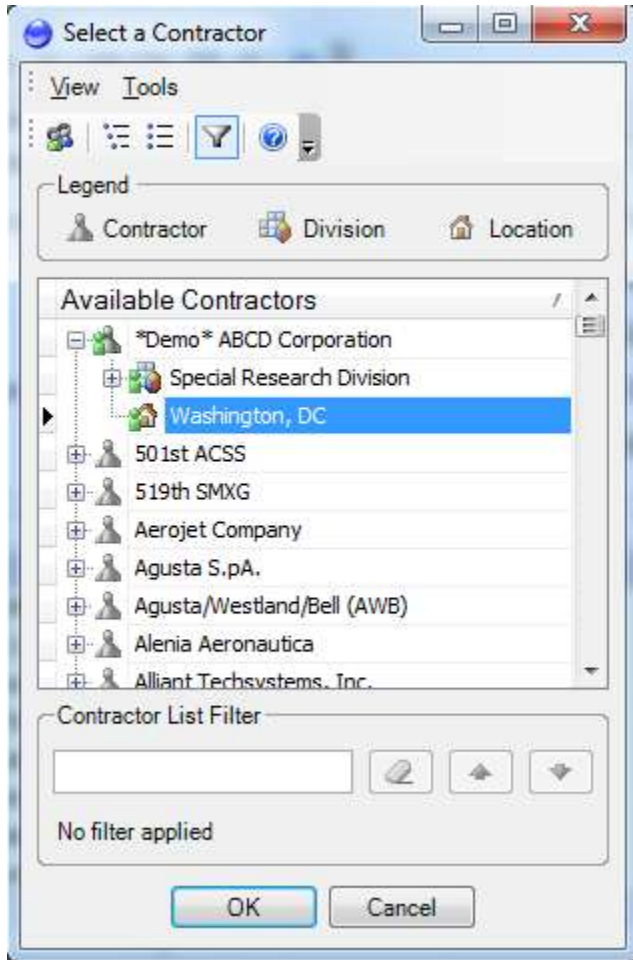
CSDR Direct Reporting per CWIPT

SRDR Direct Reporting per CWIPT

WBS Element Name	WBS Element Code	TBD
Space System	1.0	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.1	<input type="checkbox"/>
Space Vehicle (1...n as required)	1.2	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.2.1	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>
Integration, Assembly, Test and Chec...	1.2.2.1	<input type="checkbox"/>
Telemetry, Tracking, and Command S...	1.2.2.2	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>
Communication	1.2.3.1	<input type="checkbox"/>

Num

7. Select a Subcontractor from the available list, and click “OK”:



8. The selected Subcontractor will be entered into the RDT window:

Prime Contractor		Subcontractors	
Selected Contractor Information			
Contract Description	<input type="text"/>	Total Contract Value	\$M <input type="text"/>
Contractor Name	*Demo* ABCD Corporatic	Software Contract Value	\$M <input type="text"/>
Contractor Location	Washington, DC	Government Organization or PARM	<input type="text"/>
Contract Number	<input type="text"/>	CSDR Direct Reporting per CWIPT	<input type="text"/>
		SRDR Direct Reporting per CWIPT	<input type="text"/>

9. Continue to fill in the required Subcontractor Information:

Prime Contractor Subcontractors





Selected Contractor Information




Contract Description	Subcontractor #1	Total Contract Value	\$M	50.0
Contractor Name	*Demo* ABCD Corporatic	Software Contract Value	\$M	0.0
Contractor Location	Washington, DC	Government Organization or PARM		N/A
Contract Number	A99XYZ-08-B-1234	CSDR Direct Reporting per CWIPT		Yes
		SRDR Direct Reporting per CWIPT		No


10. Next, “check” the WBS Element names that apply to the Subcontractor’s contractual effort only:


WBS Element Name	WBS Element Code	TBD
Space System	1.0	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.1	<input type="checkbox"/>
Space Vehicle (1.....n as required)	1.2	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.2.1	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input checked="" type="checkbox"/>
Integration, Assembly, Test and Chec...	1.2.2.1	<input checked="" type="checkbox"/>
Telemetry, Tracking, and Command S...	1.2.2.2	<input checked="" type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>
Communication	1.2.3.1	<input type="checkbox"/>


11. The following icons available in the Tool Bar at the top of the screen can be used to easily edit the RDT:

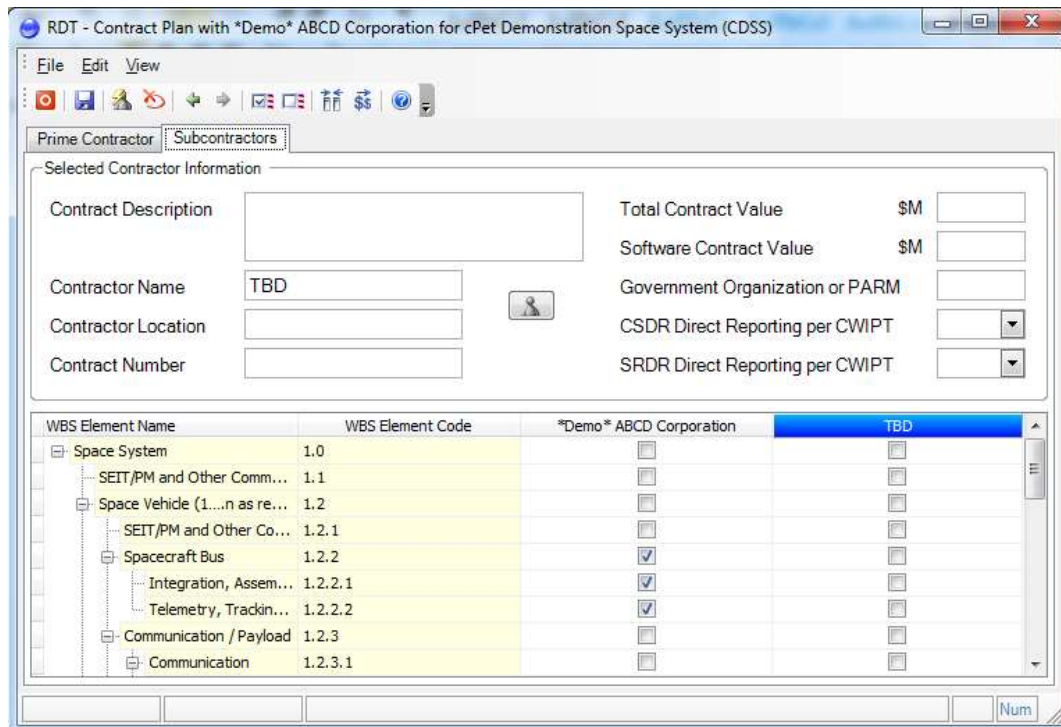
-  **Check Selection** - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to check all the items in the selection.
-  **Uncheck Selection** - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to uncheck all the items in the selection.
-  If the WBS item name is longer than the width of the column, clicking this button resizes the Column so the entire name can be seen.
-  Arranges the contractor columns in order of their base year contract value, from largest to smallest.

- e.  Moves a contractor column adjacent to the WBS (icon found by right-clicking on a column header)
- f. To check/uncheck all the elements in a column, right click on the column header and select  or  , respectively.

 *Tip: From the Edit menu, you can **Select All** or **Select Child Elements**. These commands can be particularly useful if you would like to check/uncheck groups of WBS elements.*

 *Tip: WBS elements must have item numbers in order for them to be edited in the RDT. Items that do not have numbers will be highlighted according to the [Options](#) display color. You will be unable to check these elements under any contractor column until you assign them numbers in the WBS Editor.*

12. To continue add more Subcontractors to the RDT, click the  Add Contractor icon at the top of the screen:



RDT - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit View

Prime Contractor Subcontractors

Selected Contractor Information

Contract Description

Contractor Name

Contractor Location

Contract Number

Total Contract Value \$M

Software Contract Value \$M



Government Organization or PARM

CSDR Direct Reporting per CWIPT

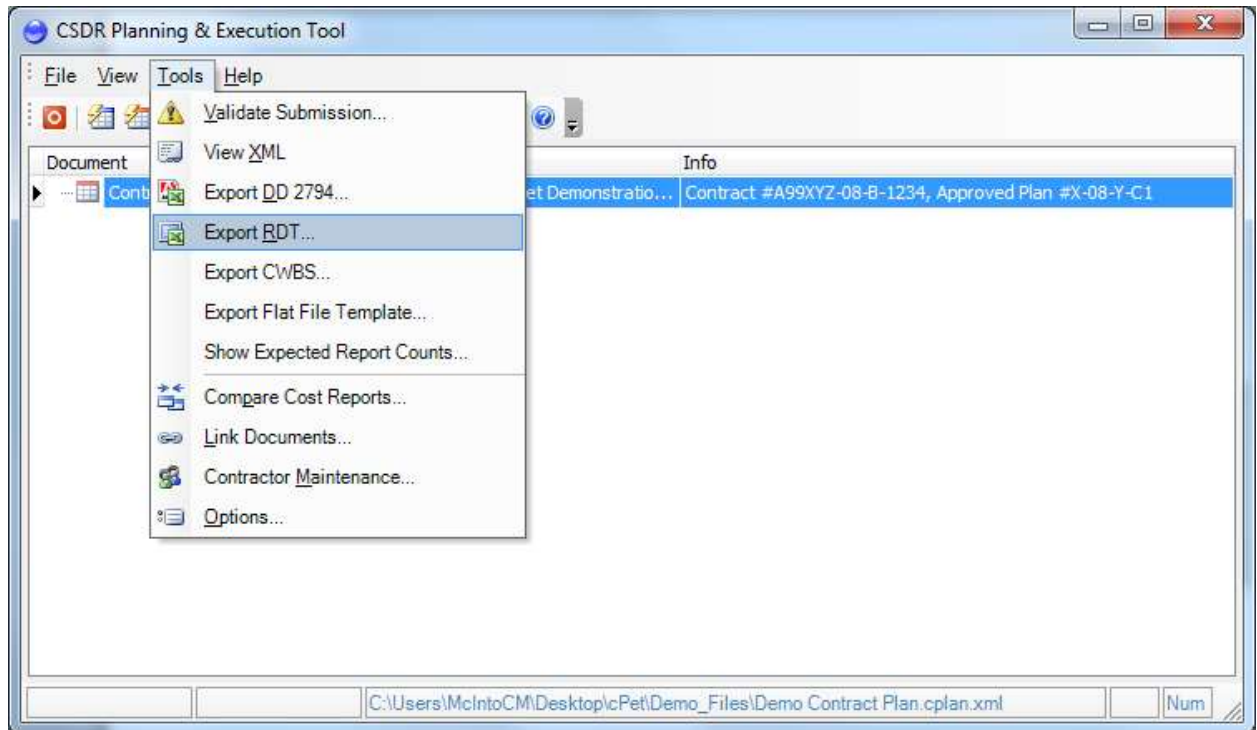
SRDR Direct Reporting per CWIPT

WBS Element Name	WBS Element Code	*Demo* ABCD Corporation	TBD
Space System	1.0	<input type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Other Comm...	1.1	<input type="checkbox"/>	<input type="checkbox"/>
Space Vehicle (1...n as re...	1.2	<input type="checkbox"/>	<input type="checkbox"/>
SEIT/PM and Other Co...	1.2.1	<input type="checkbox"/>	<input type="checkbox"/>
Spacecraft Bus	1.2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Integration, Assem...	1.2.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telemetry, Trackin...	1.2.2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>	<input type="checkbox"/>
Communication	1.2.3.1	<input type="checkbox"/>	<input type="checkbox"/>



Num

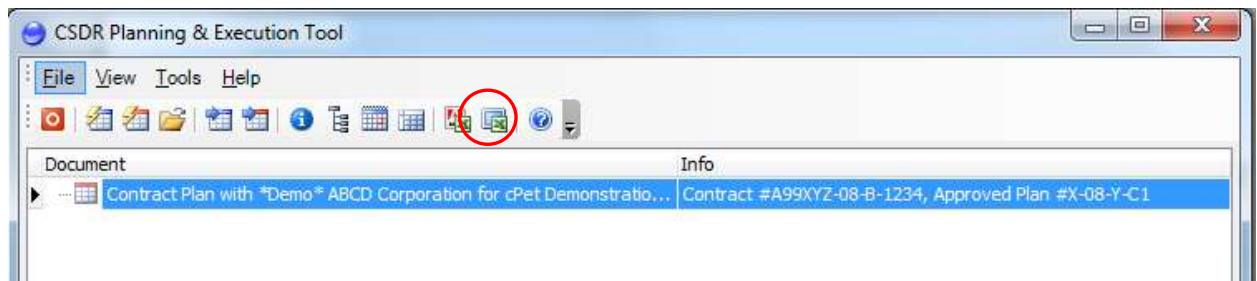
13. The user should continue to add the other Subcontractors following the same steps listed above. When the RDT is complete, click the  Save icon, and  Close icon.

14. To export the RDT to Excel, navigate to **Tools** → **Export RDT**:

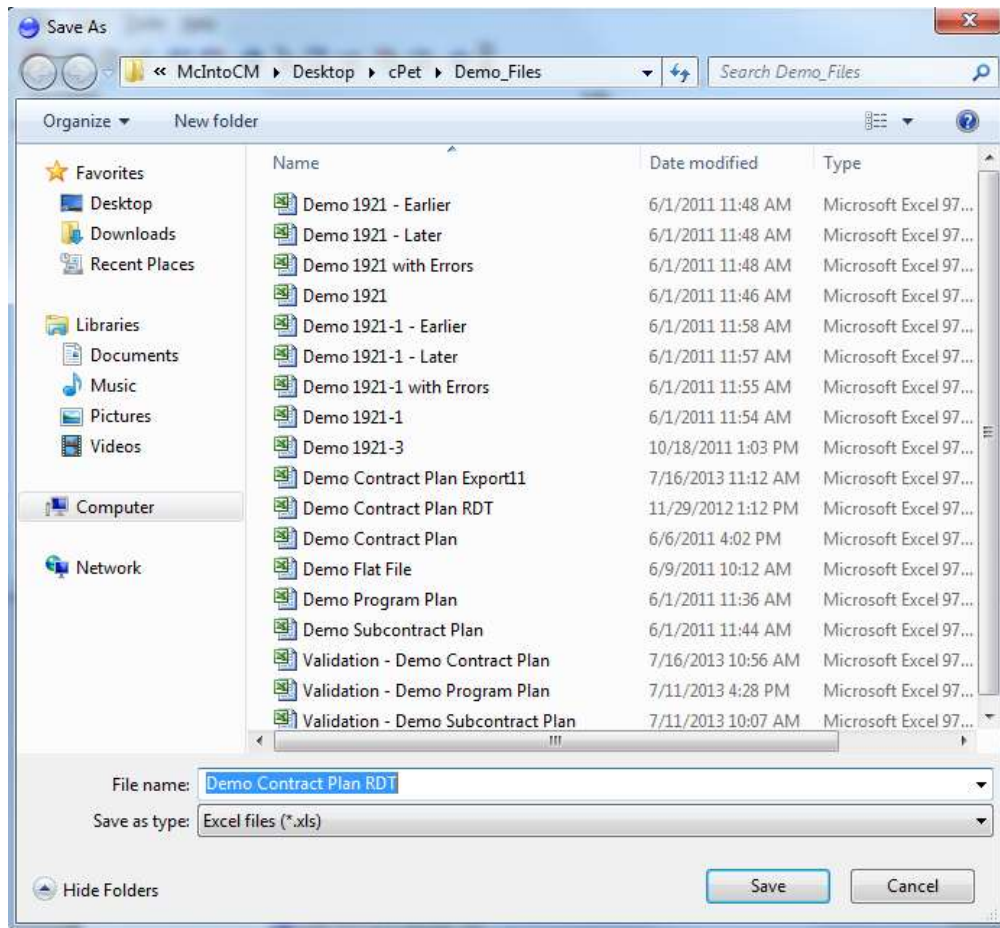


 *Tip: The RDT can be exported by right clicking on the Contract Plan, and selecting “Export RDT”.*

 *Tip: The RDT can be exported by clicking on the  Export RDT icon.*



15. The “Save As” window will appear and the user should save the RDT to their hard drive:

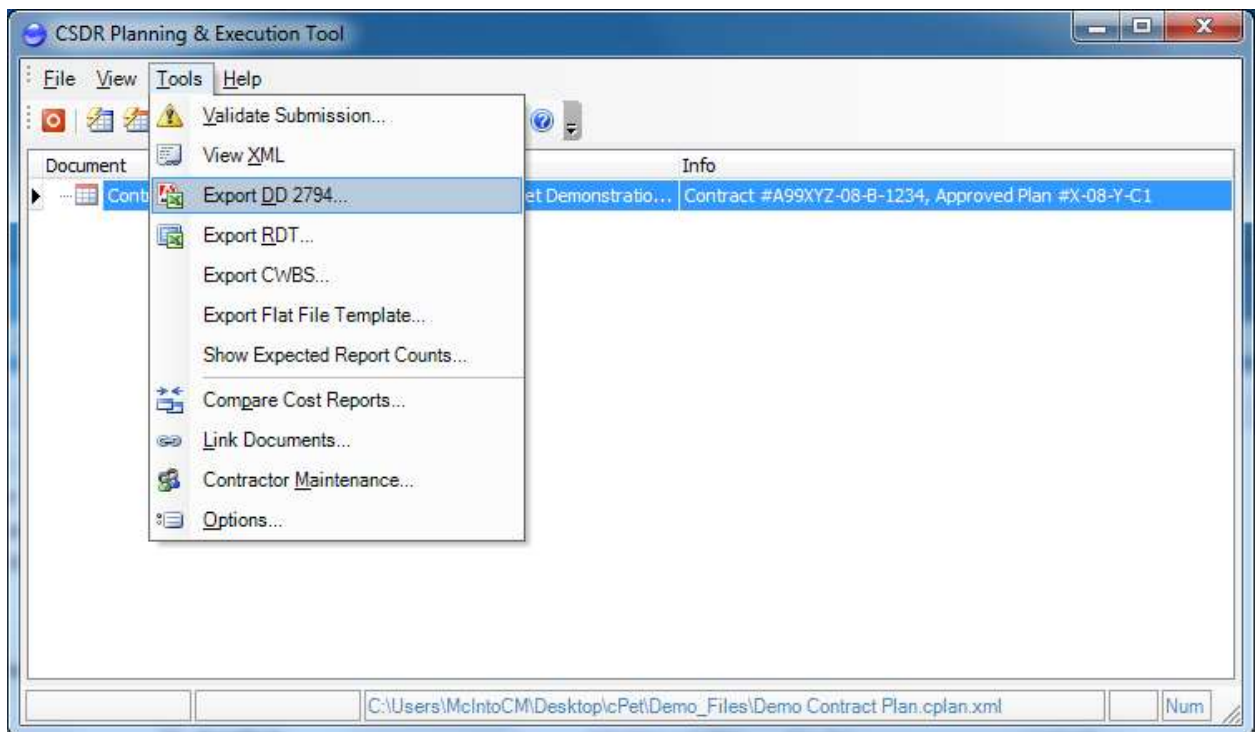



16. Once the RDT file has been saved, the exported RDT will immediately open in MS Excel.


2.2.6 Exporting Plans

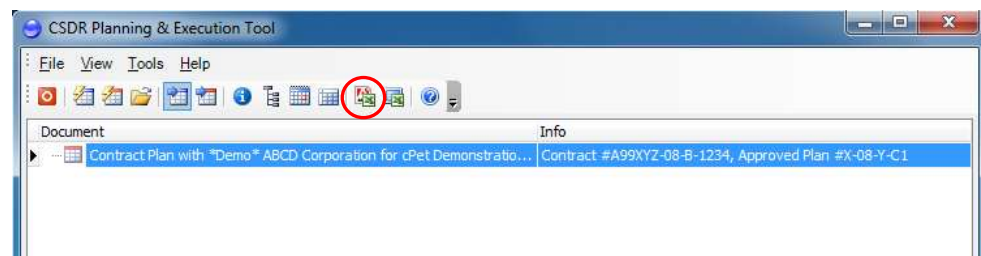
Once the plans have been created or edited in cPet, they can be exported to Excel or PDF. This tool may be especially useful to users who have created plans in cPet and wish to view the information in an alternate form.

1. To export a plan to PDF or Excel, navigate to **Tools → Export DD 2794**:

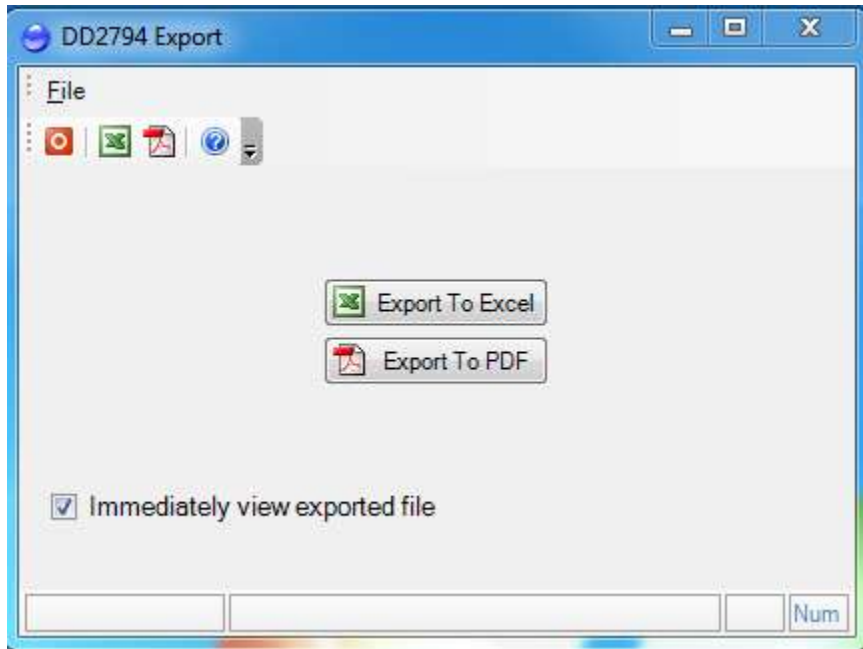


 *Tip: The user can access the Export function by right clicking on the plan they wish to export, and selecting “Export DD 2794”.*

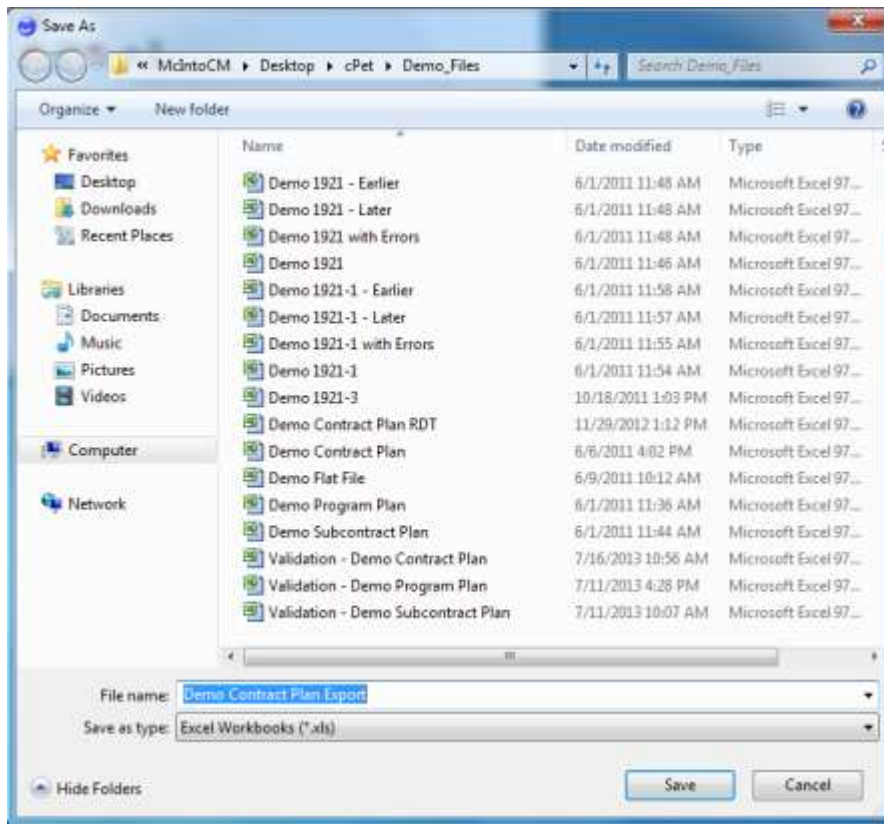
 *Tip: The user can access the Export function from the main toolbar, via the*



2. The “DD2794 Export” window will appear, and the user can choose either to “Export to Excel” or “Export to PDF”:



3. When a selection is made for either Excel or PDF, the “Save As” window will appear, the user will save the file to their hard drive, and click “Save”:



4. Once the file has been saved, the exported plan will immediately open in either Adobe or MS Excel, depending on which version you selected.
5. The following outlines the Export Results for both Excel and PDF:
 - a. **Export to Excel:** View a replica of the DD Form 2794 in Excel. Plans that have been exported to Excel can also be imported back into cPet if necessary. Note that the submission events and the remarks section will be located on a separate sheet in Excel (even for 2003 plans).
 - b. **Export to PDF:** View a PDF replica of the DD Form 2794. All fields on the export will contain information you specified in cPet. However, please note that the **Contractor Name** column is slightly unique. On program plans, the text "Refer to RDT" will always be listed in this column. For 2003 and 2007 contract plans, the contractor name, division, and location field will be listed on separate

lines in the Contractor column. For 2011 plans, this information will appear in the Contractor Name/Address field.

2.3 Cost Reports

There are multiple features available in cPet that are directly related to the cost reports:

- ➡ [Importing Cost Reports](#)
- ➡ [Creating Cost Reports](#)
- ➡ [Editing/Importing/Exporting Flat Files](#)
- ➡ [Comparing Cost Reports](#)
- ➡ [Validating Cost Reports](#)
- ➡ [Validation Errors](#)

2.3.1 Importing Cost Reports

The Import Cost Reports command is used to convert DD Form Excel files into XML files that can then be reviewed and edited in cPet. The following tutorials walk through the steps of importing each type of DD Form into cPet:

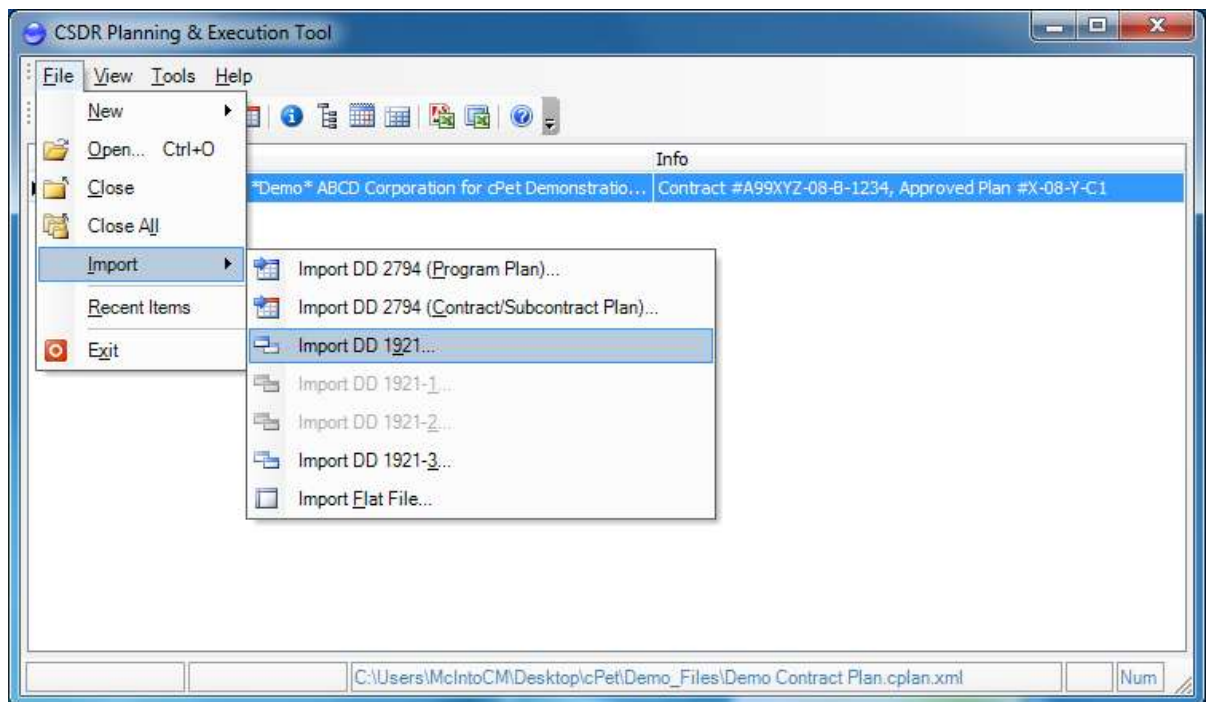
- ➡ [Import DD Form 1921 \(Cost Data Summary Report\)](#)
- ➡ [Import DD Form 1921-1 \(Functional Cost-Hour Report\)](#)
- ➡ [Import DD Form 1921-2 \(Progress Curve Report\)](#)
- ➡ [Import DD Form 1921-3 \(Contractor Business Data Report\)](#)

2.3.1.1 Import DD Form 1921 (Cost Data Summary Report)

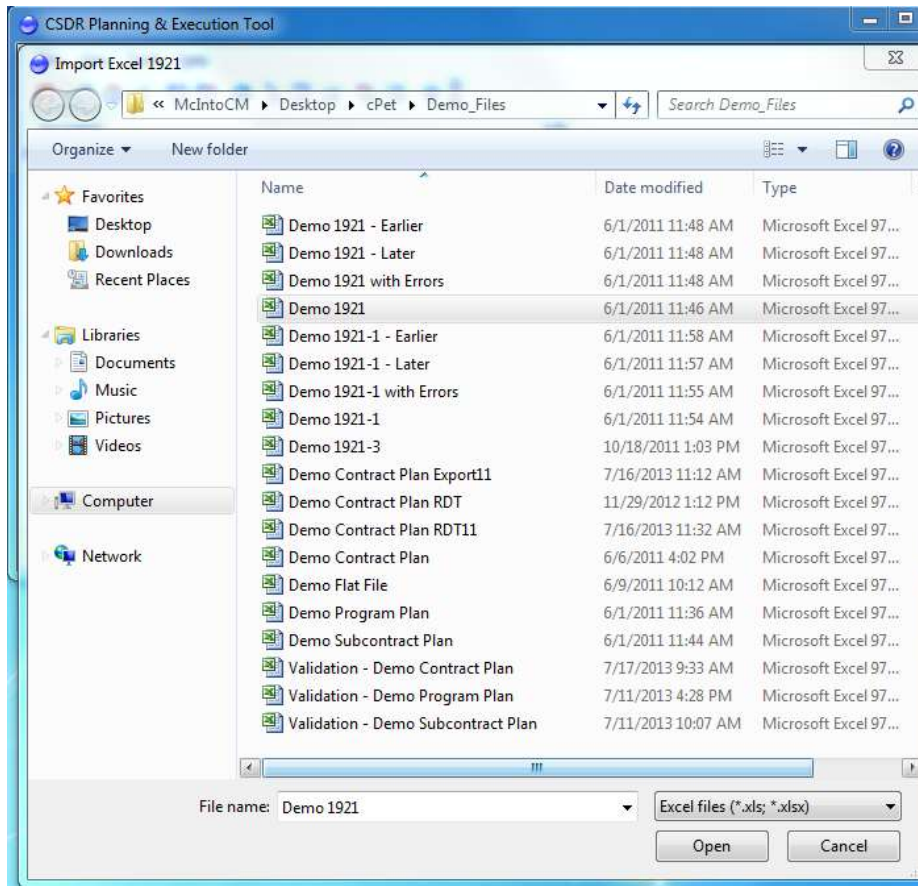
In order to begin the process of importing cost reports, a valid Contract Plan or Subcontract Plan must be imported into cPet first (See [Importing Contract Plan](#)). The **Import DD 1921** command is used to convert DD 1921 Excel files to XML files that can then be reviewed and validated in cPet. In this tutorial, we will import cost reports for cPet Demonstration Space System (CDSS).

The plan and cost reports follow the 2011 DID. Specifically, we will import a 1921 under the contract plan X-08-Y-C1.

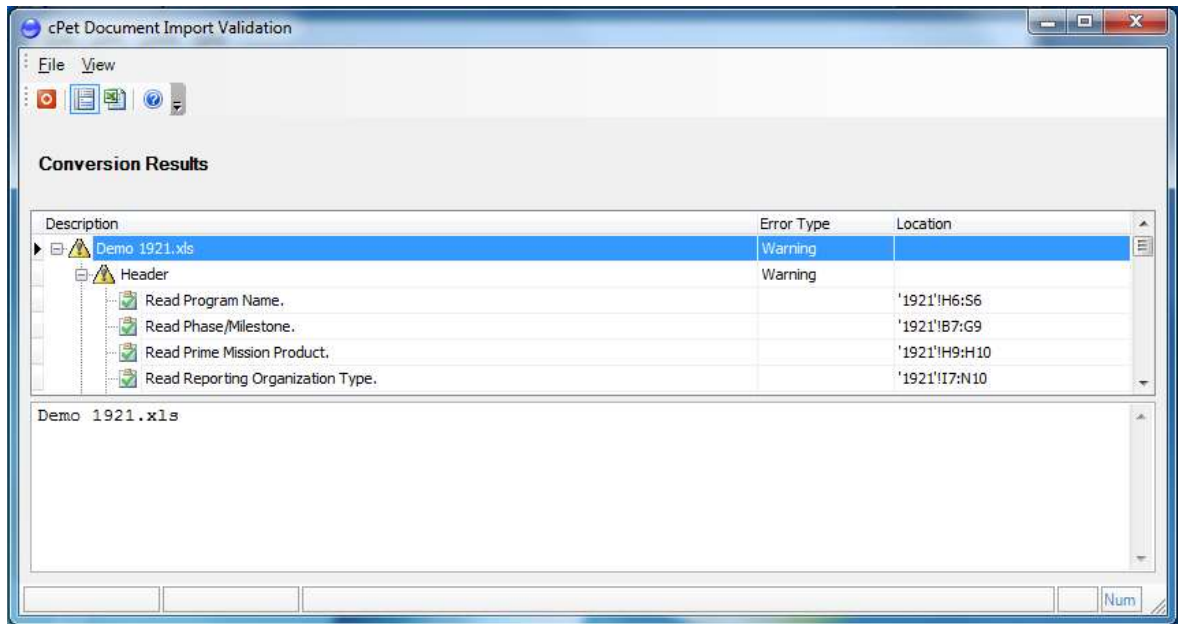
1. With the Contract Plan uploaded into cPet, navigate to **File → Import → Import DD 1921**:




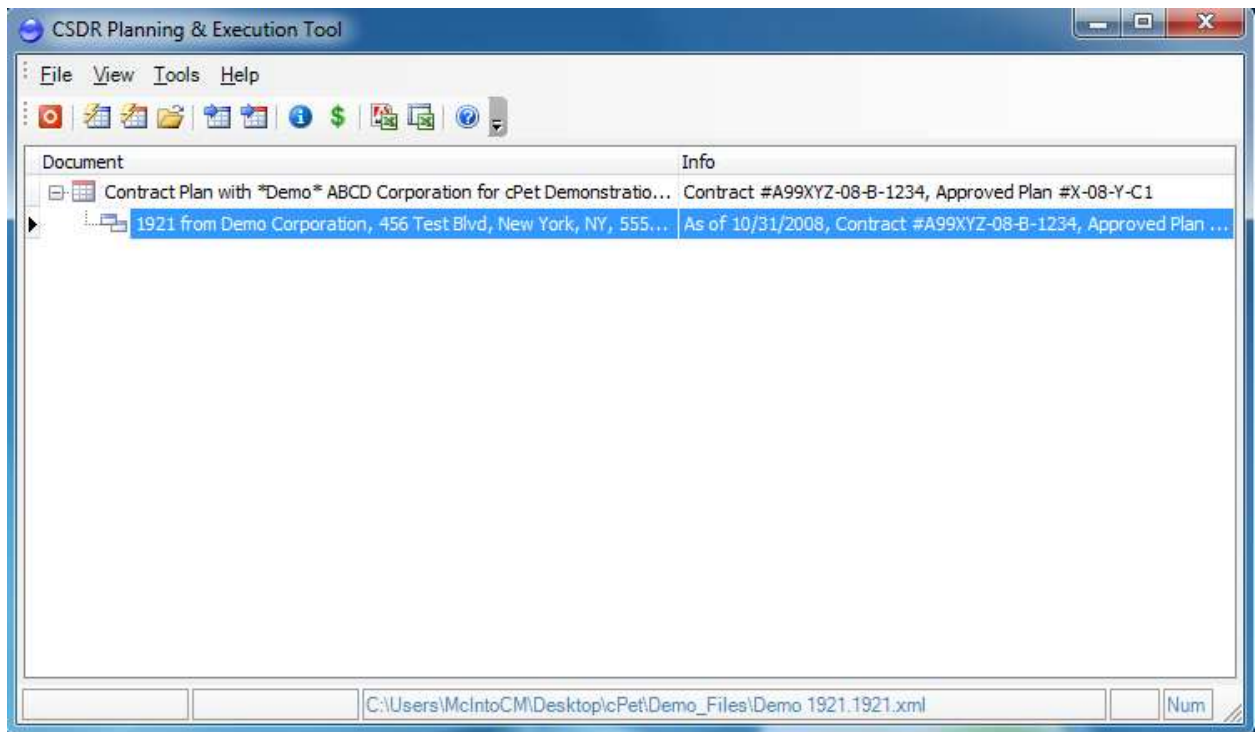
2. cPet will prompt the user to select a DD 1921 Form to import, then click “Open”:



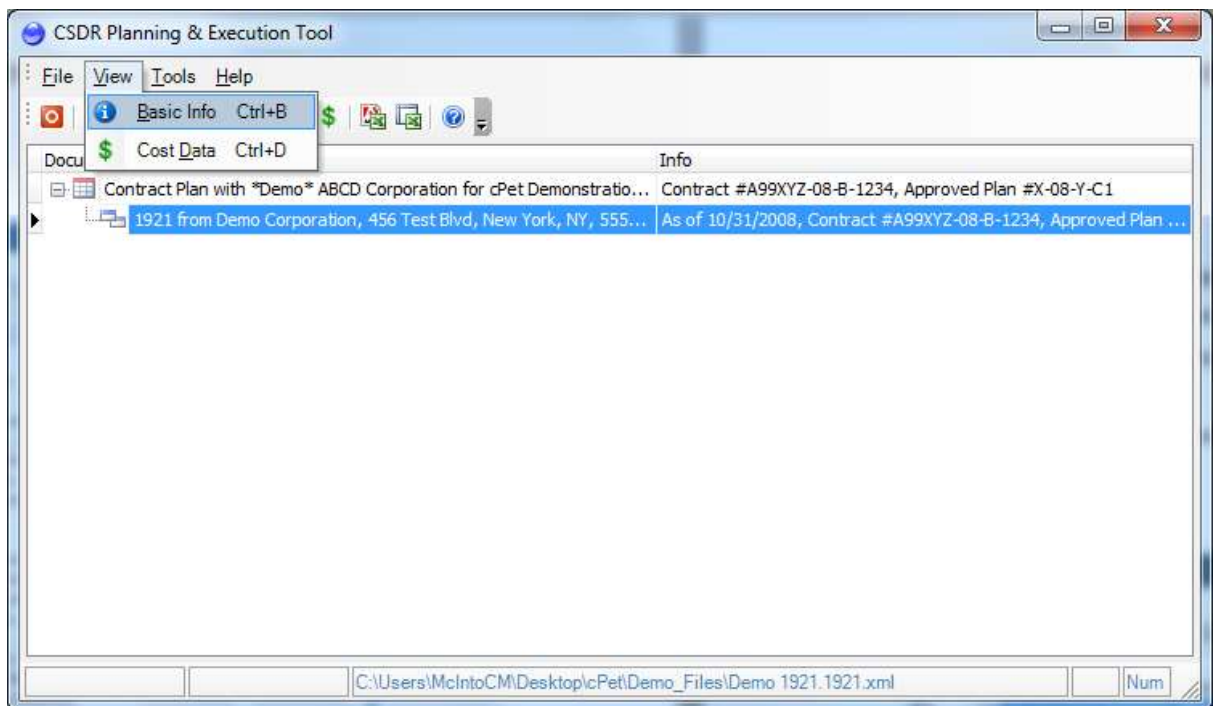
3. Once a file is selected, the cPet Document Import Validation window will open, displaying the “Conversion Results”:






4. The “Conversion Results” displayed in the window display errors with cPet importing and reading the file and *not* errors associated with the data reported in the cost reports. See the [Conversion Results](#) to locate errors with the importing of the 1921.
5. Click the  Close icon to exit the Conversion Results.
6. The imported 1921 form will now appear in the main window of cPet, indented under the Contract Plan:

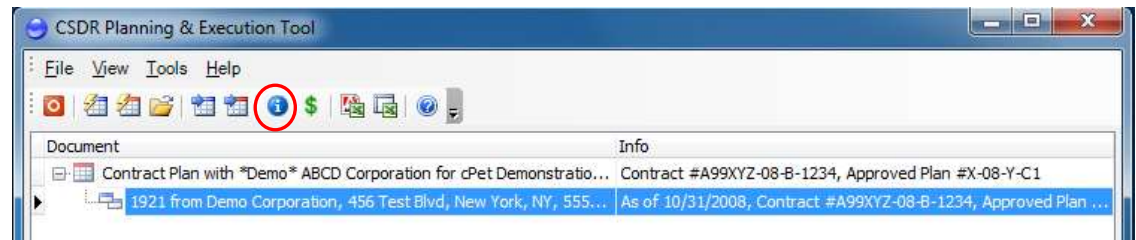


- To view the header fields on the 1921, click **View** → **Basic Info**:



 *Tip: The Basic Info for the 1921 can be accessed by right clicking the 1921 form, and selecting “Basic Info”*

 *Tip: The Basic Info for the 1921 can be accessed by selecting the  Basic Info icon in the toolbar on the main cPet window:*



8. Within the Basic Info window, there are four tabs that contain the header information related to the 1921 form.
 - a. First, the “Page 1” tab contains the information related to the Program, Report, Report Cycle, and Point of contact:

1921 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3 Page 4

Program

Program Name: cPet Demonstration Space System (CDSS)

Phase: B

Prime Mission Product: Demo PMP

Report

Approved Plan Number: X-08-Y-C1

Submission Number: 1

Resubmission Number: 0

Report As Of: 10/31/2008

Report Cycle

☐ Initial

☒ Interim

☐ Final

Point of Contact

Name: Tester, Fred A

Department: Business Operations

E-Mail: cPetUser@demo.local

Phone: 555-555-5555

Date Prepared: 12/1/2008

Next

- b. Second, the “Page 2” tab contains the information related to the Reporting Organization Type, Performing Organization, and Division:

1921 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3 Page 4

Reporting Organization Type

☒ Prime / Associate Contractor ☐ Direct-Reporting Subcontractor ☐ Government

Performing Organization

Name: Demo Corporation, 456 Test Blvd, New York, NY, 55555

Address:

City:

State: Zip:

Division

Name:

Address:

City:

State: Zip:

Customer (subcontractor use only)

Name:

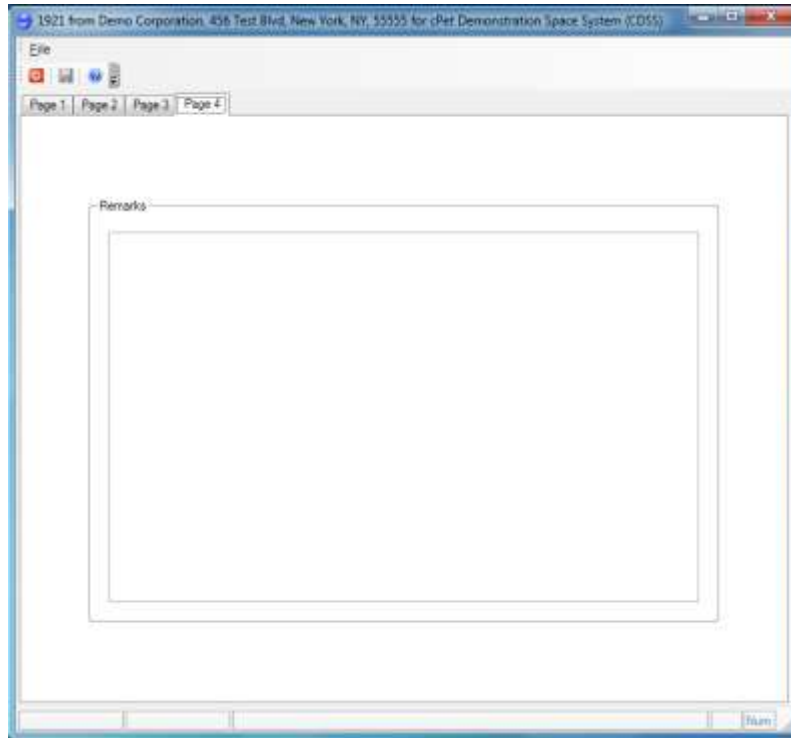
Next


- c. Third, the “Page 3” tab contains the information related to the Contract, Type Action, Appropriation, and Period of Performance:

The screenshot shows a web-based form titled "1921 from Demco Corporation, 456 Test Blvd, New York, NY, 55555 for rPet Demonstration Space System (CDS)". The form has four tabs: Page 1, Page 2, Page 3 (selected), and Page 4. The Page 3 tab contains the following sections:

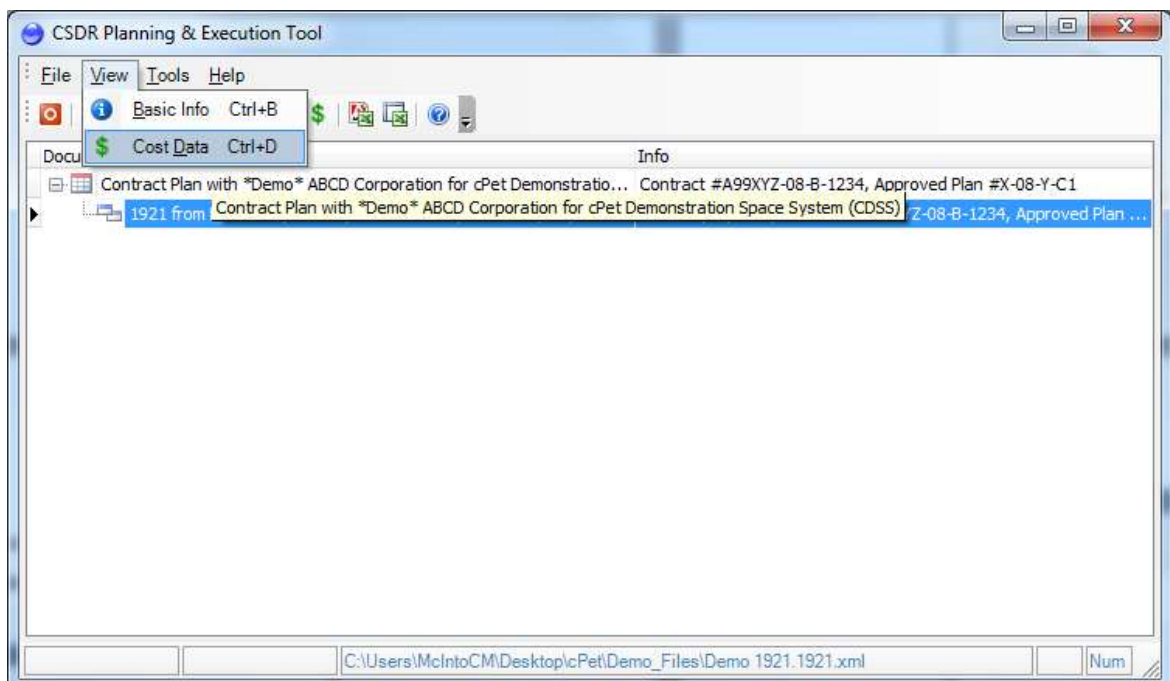
- Contract:**
 - Contract Type: CPFF
 - Contract Price: \$3,219,200.0
 - Contract Ceiling: N/A
- Type Action:**
 - Contract Number: A99XYZ-08-B-1234
 - Latest Modification:
 - Solicitation Number:
 - Name: Demo
 - Order/Lot Number(s):
- Appropriation:**
 - ☐ RDT&E
 - ☒ Procurement
 - ☐ O&M
- Period of Performance:**
 - Start Date: 5 / 13 / 2008
 - End Date: 1 / 31 / 2010


- d. Finally, the “Page 4” tab contains the information related to the Block 22 “Remarks” section of the 1921 form:





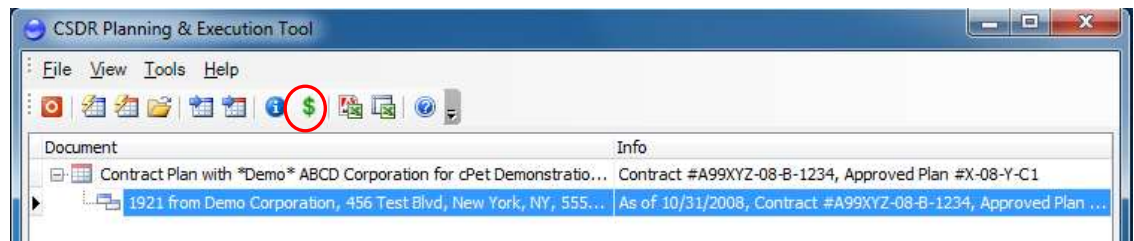
9. Click the  Close icon to exit the Basic Info.

10. To view the cost data reported on the 1921 form, navigate to **View → Cost Data**:

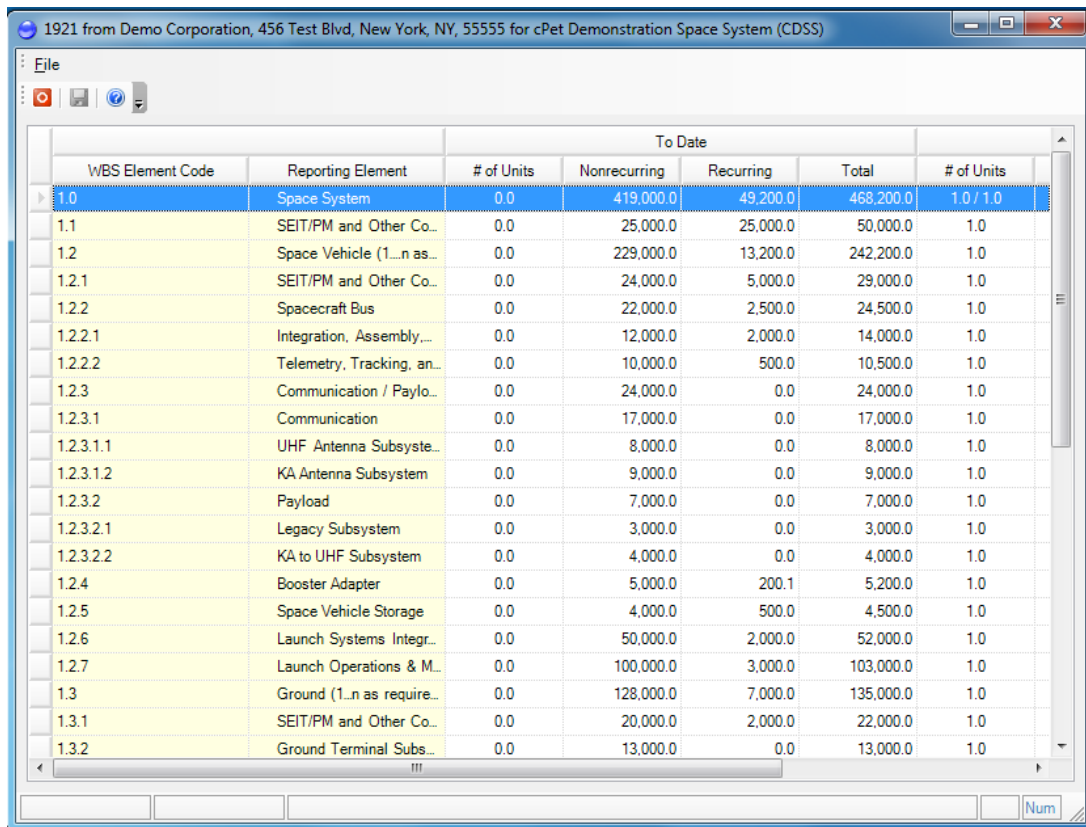


 *Tip: The Cost Data for the 1921 can be accessed by right clicking the 1921 form, and selecting “Cost Data”.*


 *Tip: The Cost Data for the 1921 can be accessed by selecting the  Cost Data icon in the toolbar on the main cPet window:*












11. The Cost Data window will open and the user can view the values reported for each required field:





WBS Element Code	Reporting Element	# of Units	To Date			# of Units
			Nonrecurring	Recurring	Total	
1.0	Space System	0.0	419,000.0	49,200.0	468,200.0	1.0 / 1.0
1.1	SEIT/PM and Other Co..	0.0	25,000.0	25,000.0	50,000.0	1.0
1.2	Space Vehicle (1..n as..	0.0	229,000.0	13,200.0	242,200.0	1.0
1.2.1	SEIT/PM and Other Co..	0.0	24,000.0	5,000.0	29,000.0	1.0
1.2.2	Spacecraft Bus	0.0	22,000.0	2,500.0	24,500.0	1.0
1.2.2.1	Integration, Assembly...	0.0	12,000.0	2,000.0	14,000.0	1.0
1.2.2.2	Telemetry, Tracking, an...	0.0	10,000.0	500.0	10,500.0	1.0
1.2.3	Communication / Paylo...	0.0	24,000.0	0.0	24,000.0	1.0
1.2.3.1	Communication	0.0	17,000.0	0.0	17,000.0	1.0
1.2.3.1.1	UHF Antenna Subsystem...	0.0	8,000.0	0.0	8,000.0	1.0
1.2.3.1.2	KA Antenna Subsystem	0.0	9,000.0	0.0	9,000.0	1.0
1.2.3.2	Payload	0.0	7,000.0	0.0	7,000.0	1.0
1.2.3.2.1	Legacy Subsystem	0.0	3,000.0	0.0	3,000.0	1.0
1.2.3.2.2	KA to UHF Subsystem	0.0	4,000.0	0.0	4,000.0	1.0
1.2.4	Booster Adapter	0.0	5,000.0	200.1	5,200.0	1.0
1.2.5	Space Vehicle Storage	0.0	4,000.0	500.0	4,500.0	1.0
1.2.6	Launch Systems Integr...	0.0	50,000.0	2,000.0	52,000.0	1.0
1.2.7	Launch Operations & M...	0.0	100,000.0	3,000.0	103,000.0	1.0
1.3	Ground (1..n as require...	0.0	128,000.0	7,000.0	135,000.0	1.0
1.3.1	SEIT/PM and Other Co..	0.0	20,000.0	2,000.0	22,000.0	1.0
1.3.2	Ground Terminal Subs...	0.0	13,000.0	0.0	13,000.0	1.0

 *Tip: The WBS element names and codes are read-only. If you wish to revise these elements, you must do so in Excel and then re-import the 1921.*

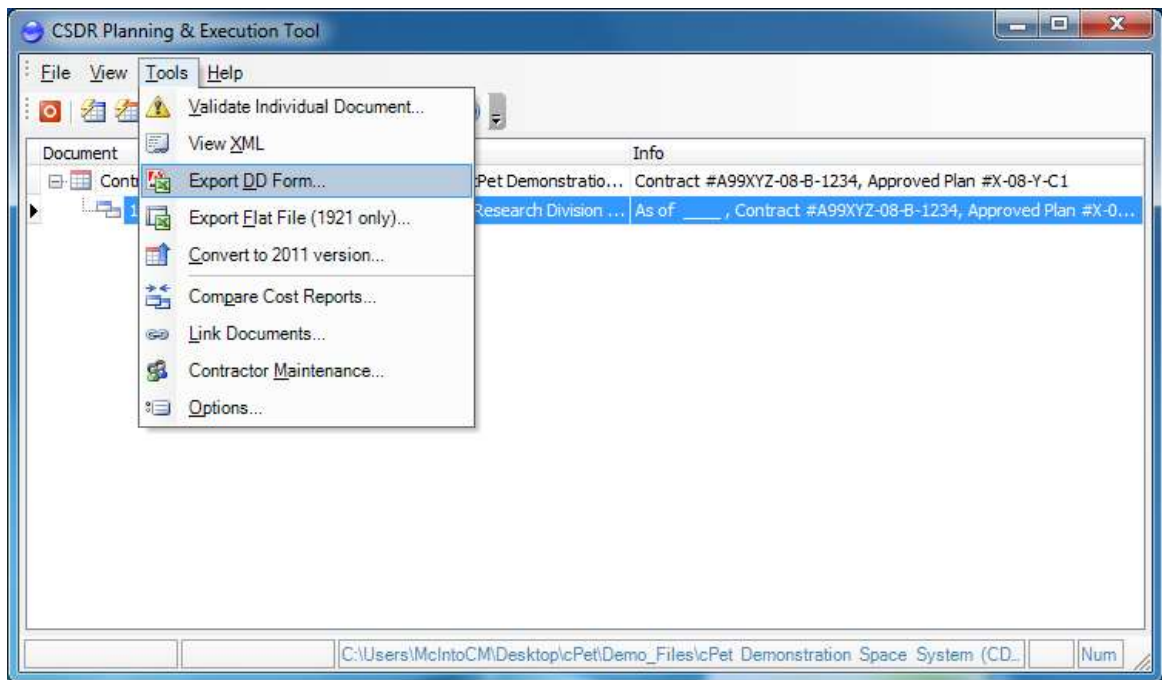
12. The Summary Elements will be marked with a  flag. Only data in the “To Date Total” and “At Completion Total” columns will be imported for the Summary Elements.


	Subtotal Cost					468,200.0
	Reporting Contractor G...					54,000.0
	Reporting Contractor U...					0.0
	Reporting Contractor M...					0.0
	Reporting Contractor F...					1,500.0
	Total Cost					523,700.0
	Reporting Contractor P...					0.0
	Total Price					523,700.0


 *Tip: Ensure the Summary Elements are spelled correctly. Misspelled summary elements will be imported as if they were regular WBS items.*

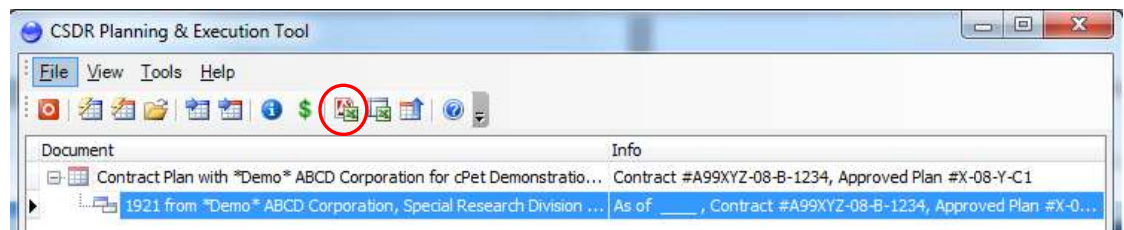
13. Click the  Close icon to exit the Cost Data.

14. In order to export the form to Excel, the user can navigate to **Tools → Export DD Form**, and save the Excel version to their hard drive:



 *Tip: The Export function can be accessed by right clicking on the file, and selected “Export DD Form”.*

 *Tip: The Export function can be accessed in the toolbar on the main cPet screen:*



15. Once the DD 1921 Form has been imported into cPet, the user can:

➡ Proceed to [Validating a 1921](#)

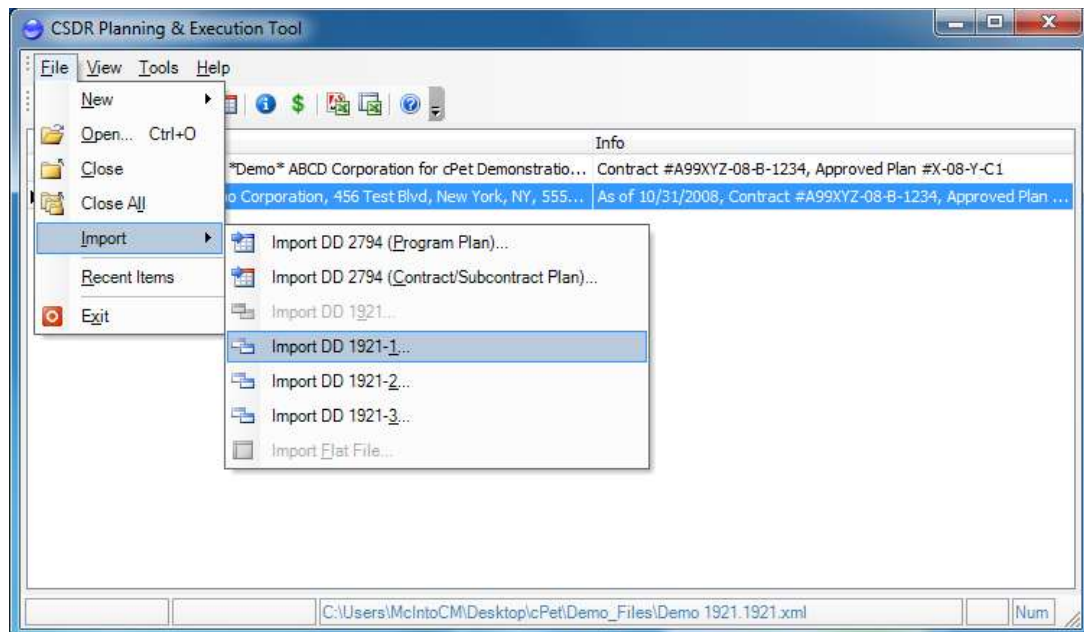
➡ Proceed to [Import DD 1921-1 Form](#)

2.3.1.2 Import DD Form 1921-1 (Functional Cost – Hour Report)

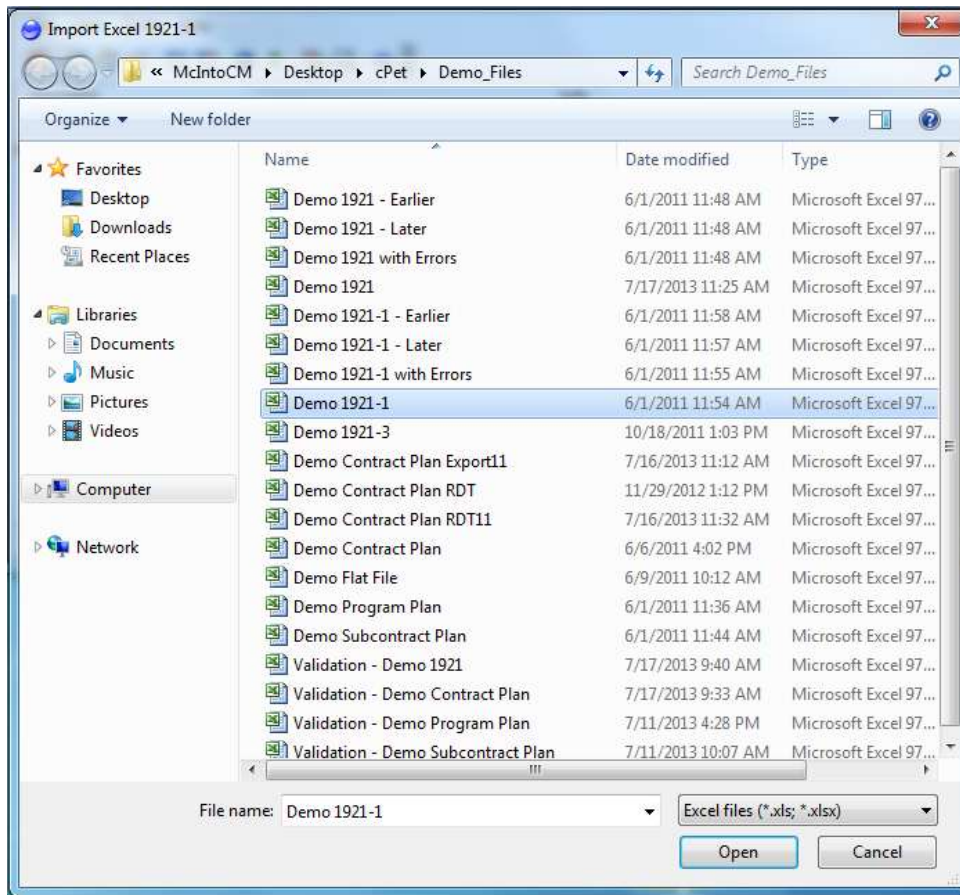
Once the DD 1921 Form has been imported, the next step is to import the accompanying DD 1921-1 Form. The **Import DD 1921-1** command is used to convert DD 1921-1 Excel files to

XML files that can then be reviewed and validated in cPet. Whereas the DD 1921 Form contains only one form, the DD 1921-1 Form may be required for multiple WBS elements, according to the Contract Plan. Within the DD 1921-1 Excel file, each form is separated by a separate tab. In order to import a DD 1921-1 Form, a valid Contract Plan and DD 1921 Form must be imported into cPet (See [Import a Contract Plan](#) and [Import a DD 1921 Form](#)).

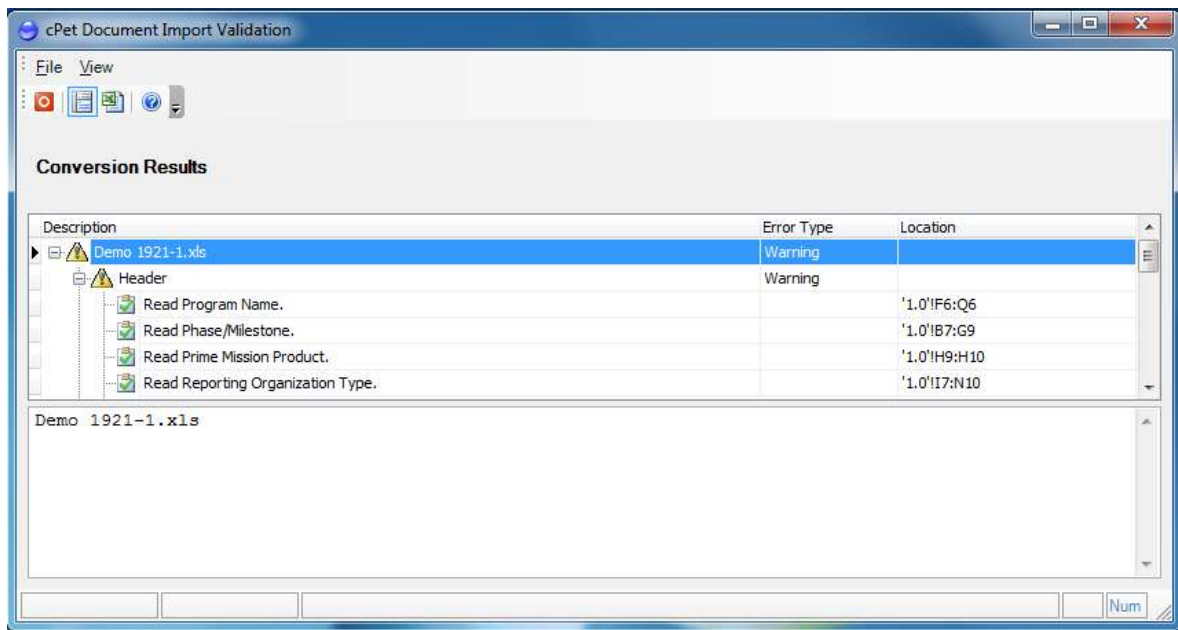
1. With the Contract Plan and DD 1921 Form uploaded into cPet, navigate to **File → Import → Import DD 1921-1**:




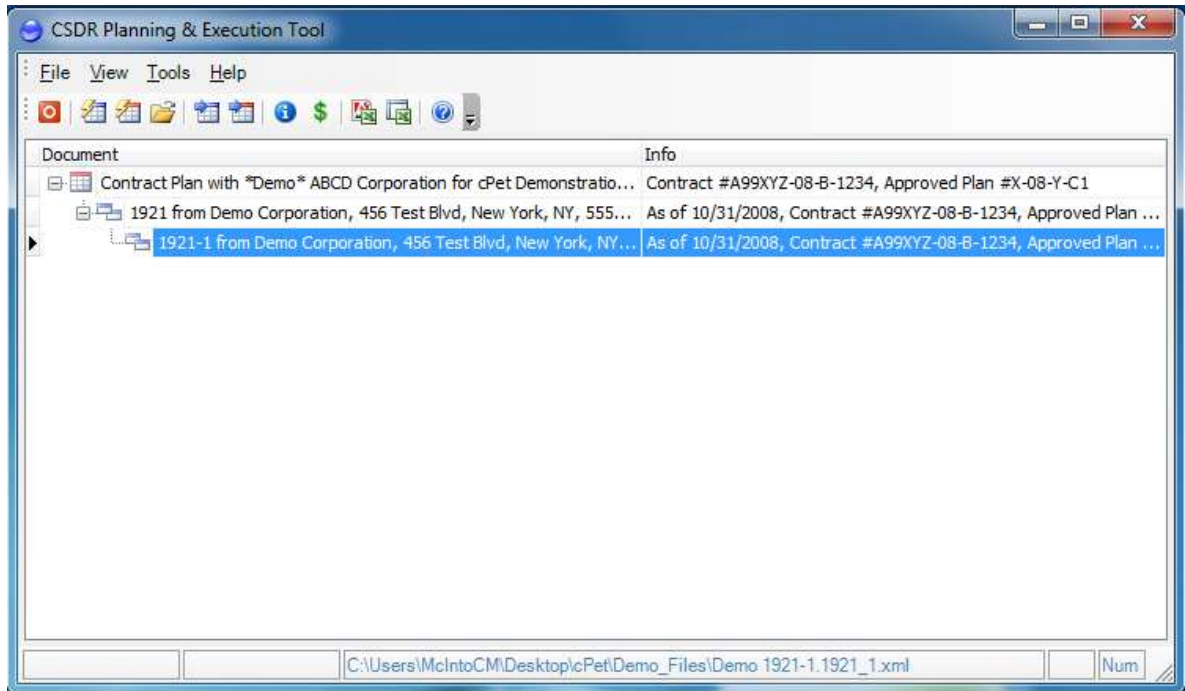
2. cPet will prompt the user to select a DD 1921-1 Form to import, then click “Open”:



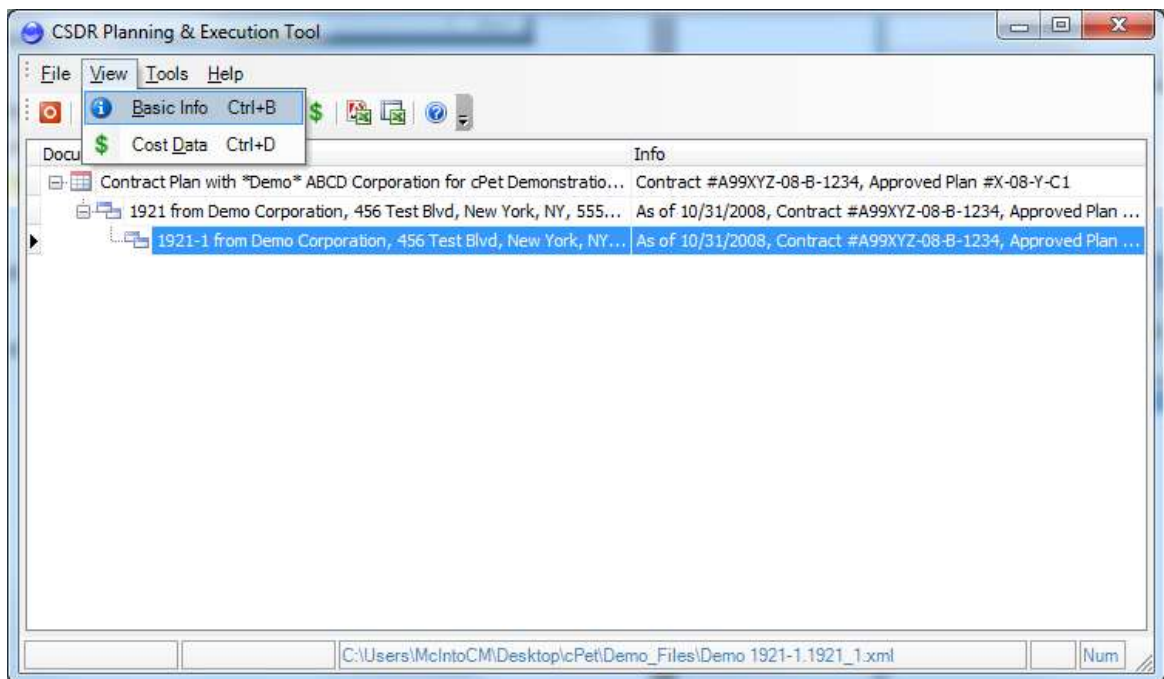
3. Once a file is selected, the cPet Document Import Validation window will open, displaying the “Conversion Results”:






4. The “Conversion Results” displayed in the window display errors with cPet importing and reading the file and **not** errors associated with the data reported in the cost reports. See the [Conversion Results](#) to locate errors with the importing of the 1921-1’s.
5. Click the  Close icon to exit the Conversion Results.
6. The imported 1921-1 forms file will now appear in the main window of cPet, indented under the 1921 form:

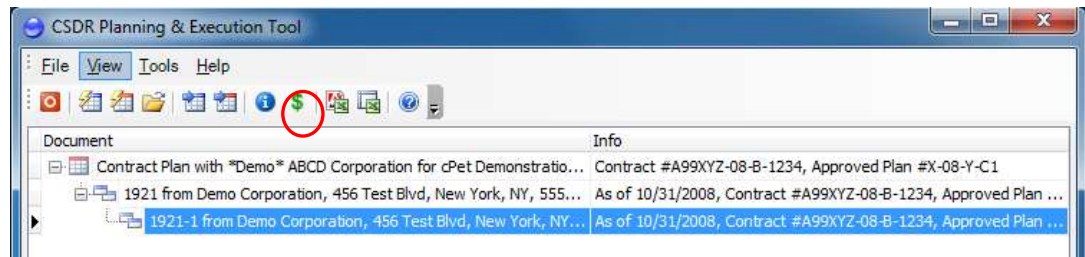


7. To view the header fields on the 1921-1 forms, click **View → Basic Info**:



 *Tip: The Basic Info for the 1921-1 can be accessed by right clicking the 1921-1 form, and selecting “Basic Info”*

 *Tip: The Basic Info for the 1921-1 can be accessed by selecting the  Basic Info icon in the toolbar on the main cPet window:*



8. Within the Basic Info window, there are three tabs that contain the header information related to the 1921-1 forms.
 - a. First, the “Page 1” tab contains the information related to the Program, Report, Report Cycle, and Point of contact:

1921-1 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Program

Program Name cPet Demonstration Space System (CDSS)

Phase B

Prime Mission Product Demo PMP

Report

Approved Plan Number X-08-Y-C1

Submission Number 1

Resubmission Number 0

Report As Of 10 / 31 / 2008

Report Cycle

☐ Initial

☒ Interim

☐ Final

Point of Contact

Name Tester, Fred A

Department Business Operations

E-Mail cPetUser@demo.local

Phone 555-555-5555

Date Prepared 12 / 1 / 2008

Num

- b. Second, the “Page 2” tab contains the information related to the Reporting Organization Type, Performing Organization, and Division:

1921-1 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Reporting Organization Type

☒ Prime / Associate Contractor ☐ Direct-Reporting Subcontractor ☐ Government

Performing Organization

Name: Demo Corporation, 456 Test Blvd, New York, NY, 55555

Address

City

State Zip

Division

Name

Address

City

State Zip

Customer (subcontractor use only)

Name

Num

- c. Third, the “Page 3” tab contains the information related to the Type Action, Appropriation, and Period of Performance:

1921-1 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Type Action

Contract Number A99XYZ-08-B-1234

Latest Modification

Solicitation Number

Name Demo

Order/Lot Number(s)

Appropriation

☐ RDT&E

☒ Procurement


☐ O&M


Period of Performance

Start Date 5/13/2008

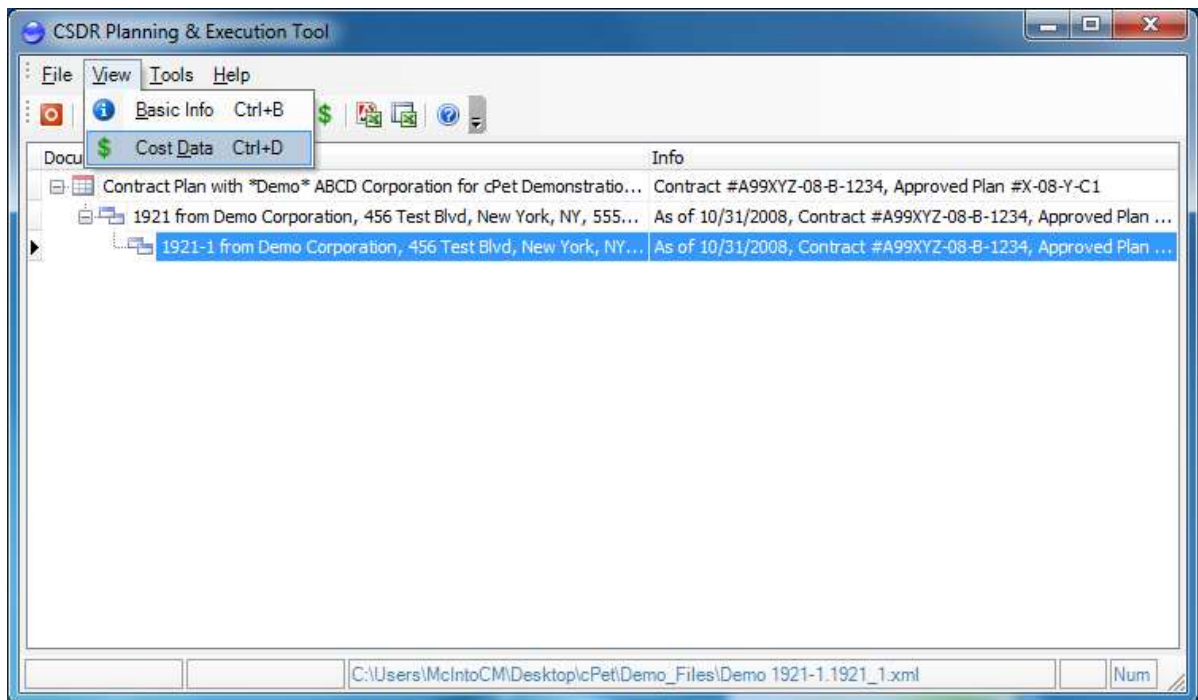
End Date 1/31/2010


Num



 *Tip: The header information on the 1921-1 forms should match the header information on the 1921 form exactly.*

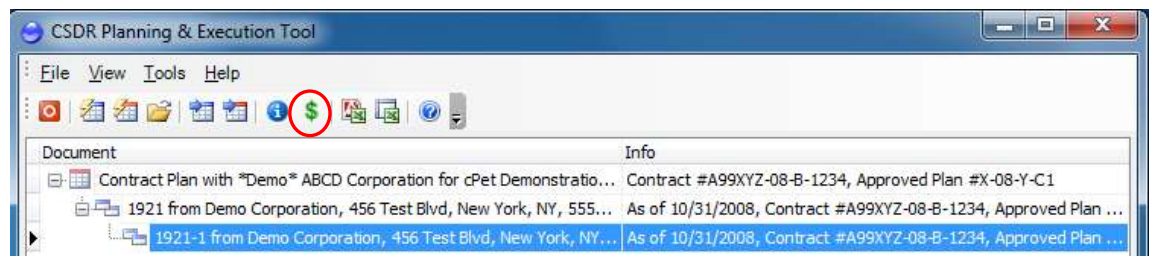
9. Click the  Close icon to exit the Basic Info.

10. To view the cost data reported on the 1921-1 forms, navigate to **View → Cost Data:**



 *Tip: The Cost Data for the 1921-1's can be accessed by right clicking the 1921-1 form, and selecting "Cost Data".*

 *Tip: The Cost Data for the 1921-1's can be accessed by selecting the  Cost Data icon in the toolbar on the main cPet window:*



11. The Cost Data window will open and the user can view the values reported for each required field. The user can also view the 1921-1 cost data associated with each WBS element by selecting the WBS Elements on the left:

1921-1 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

WBS Item # WBS Item Name Number of Units


1.0 Space System To Date: 0.0 At Completion: 1.0


1.1 SEIT, PM and Other Co...

1.2 Space Vehicle (1...n as...

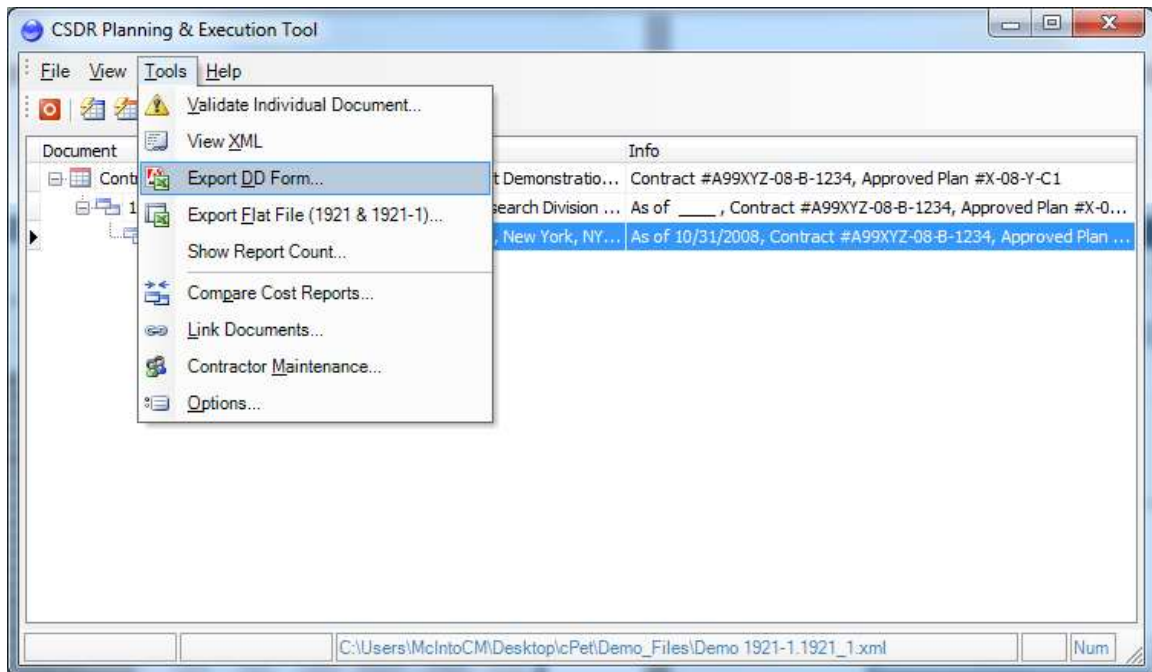
	To Date			At Completion		
	Nonrecurring	Recurring	Total	Nonrecurring	Recurring	Total
Engineering						
(1) Direct Engineering Labor Hours	2,000.0	1,000.0	3,000.0	3,000.0	4,000.0	7,000.0
(2) Direct Engineering Labor Dollars	100,000.0	10,000.0	110,000.0	500,000.0	20,000.0	520,000.0
(3) Engineering Overhead Dollars	200,000.0	15,000.0	215,000.0	800,000.0	25,000.0	825,000.0
(4) Total Engineering Dollars	300,000.0	25,000.0	325,000.0	1,300,000.0	45,000.0	1,345,000.0
Manufacturing						
(5) Direct Tooling Labor Hours	0.0	0.0	0.0	0.0	0.0	0.0
(6) Direct Tooling Labor Dollars	0.0	0.0	0.0	0.0	0.0	0.0
(7) Direct Tooling & Equipment Dollars	0.0	0.0	0.0	0.0	0.0	0.0
(8) Direct Quality Control Labor Hours	0.0	0.0	0.0	0.0	0.0	0.0
(9) Direct Quality Control Labor Dollars	0.0	0.0	0.0	0.0	0.0	0.0
(10) Direct Manufacturing Labor Hours	0.0	30.0	30.0	0.0	50.0	50.0
(11) Direct Manufacturing Labor Dollars	0.0	1,000.0	1,000.0	0.0	17,000.0	17,000.0
(12) Manufacturing Operations Overhead Dollars	0.0	200.0	200.0	0.0	2,000.0	2,000.0
(13) Total Manufacturing Dollars	0.0	1,200.0	1,200.0	0.0	19,000.0	19,000.0
Materials						
(14) Raw Material Dollars	20,000.0	10,000.0	30,000.0	219,000.0	30,000.0	249,000.0
(15) Purchased Parts Dollars	40,000.0	2,000.0	42,000.0	400,000.0	10,000.0	410,000.0
(16) Purchased Equipment Dollars	51,000.0	8,000.0	59,000.0	500,000.0	15,000.0	515,000.0
(17) Material Handling Overhead Dollars	8,000.0	3,000.0	11,000.0	400,000.0	21,700.0	421,700.0
(18) Total Direct Reporting Subcontractor Dollars	0.0	0.0	0.0	0.0	0.0	0.0
(19) Total Material Dollars	119,000.0	23,000.0	142,000.0	1,519,000.0	76,700.0	1,595,700.0
Other Costs						
(20) Other Costs Not Shown Elsewhere	0.0	0.0	0.0	0.0	0.0	0.0
Summary						
(21) Total Cost	419,000.0	49,200.0	468,200.0	2,819,000.0	140,700.0	2,959,700.0
Remarks						


Num


 *Tip: The WBS element names and codes are read-only. If you wish to revise these elements, you must do so in Excel and then re-import the 1921-1.*

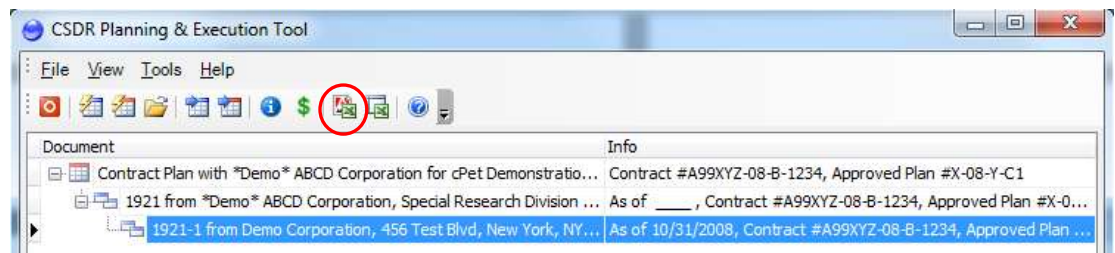
12. Click the  Close icon to exit the Cost Data.

13. In order to export the form to Excel, the user can navigate to **Tools → Export DD Form**, and save the Excel version to their hard drive:



 *Tip: The Export function can be accessed by right clicking on the file, and selected “Export DD Form”.*

 *Tip: The Export function can be accessed in the toolbar on the main cPet screen:*



14. Once the DD 1921-1 Forms have been imported into cPet, the user can:

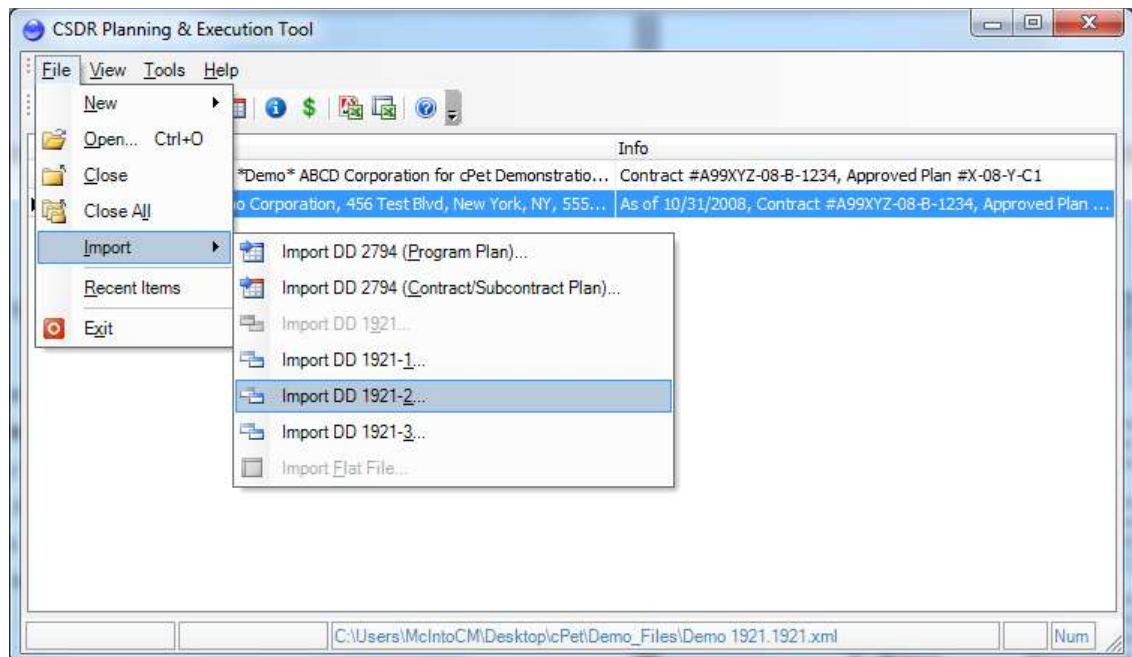
➡ Proceed to [Validating a 1921-1](#)

➡ Proceed to [Import DD 1921-2 Form](#)

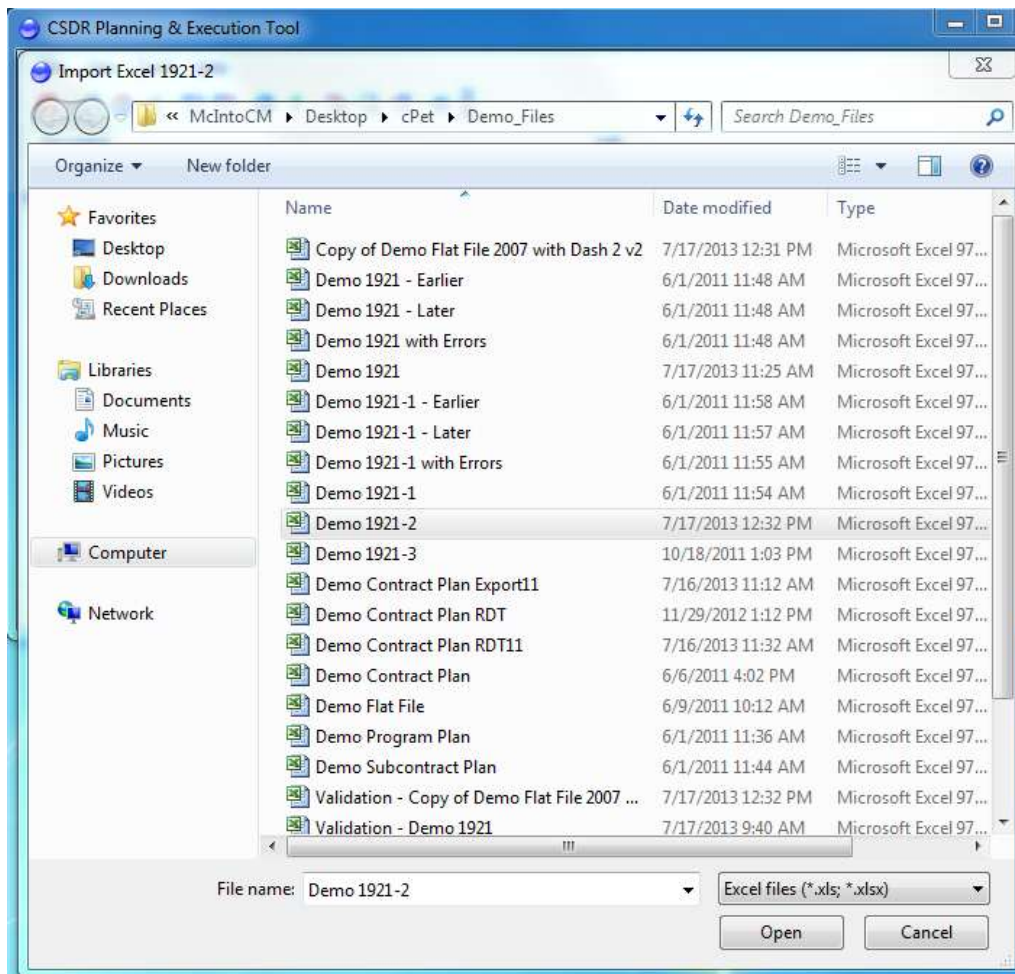
2.3.1.3 Import DD Form 1921-2 (Progress Curve Report)

Once the DD 1921 and DD 1921-1 Forms have been imported, the next step is to import the accompanying DD 1921-2 Form. The **Import DD 1921-2** command is used to convert DD 1921-2 Excel files to XML files that can then be reviewed and validated in cPet. Whereas the DD 1921 Form contains only one form, the DD 1921-2 Form may be required for multiple WBS elements, according to the Contract Plan. Within the DD 1921-2 Excel file, each form is separated by a separate tab. In order to import a DD 1921-2 Form, a valid Contract Plan and DD 1921 Form must be imported into cPet (See [Import a Contract Plan](#) and [Import a 1921](#)).

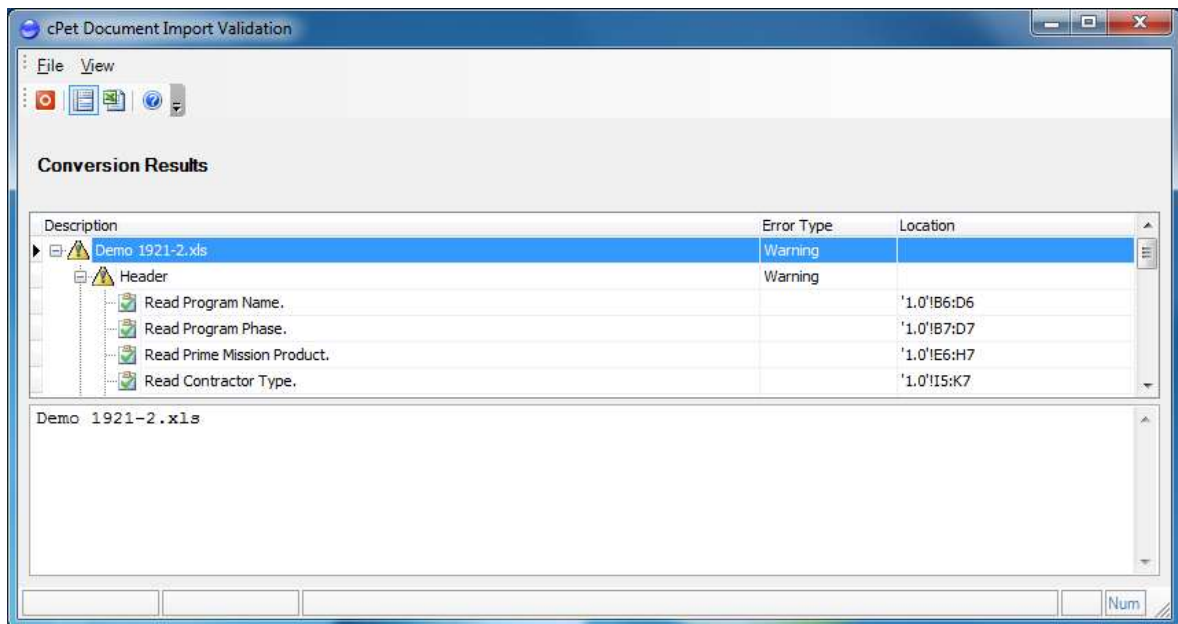
1. With the Contract Plan and DD 1921 Form uploaded into cPet, navigate to **File → Import → Import DD 1921-2**:




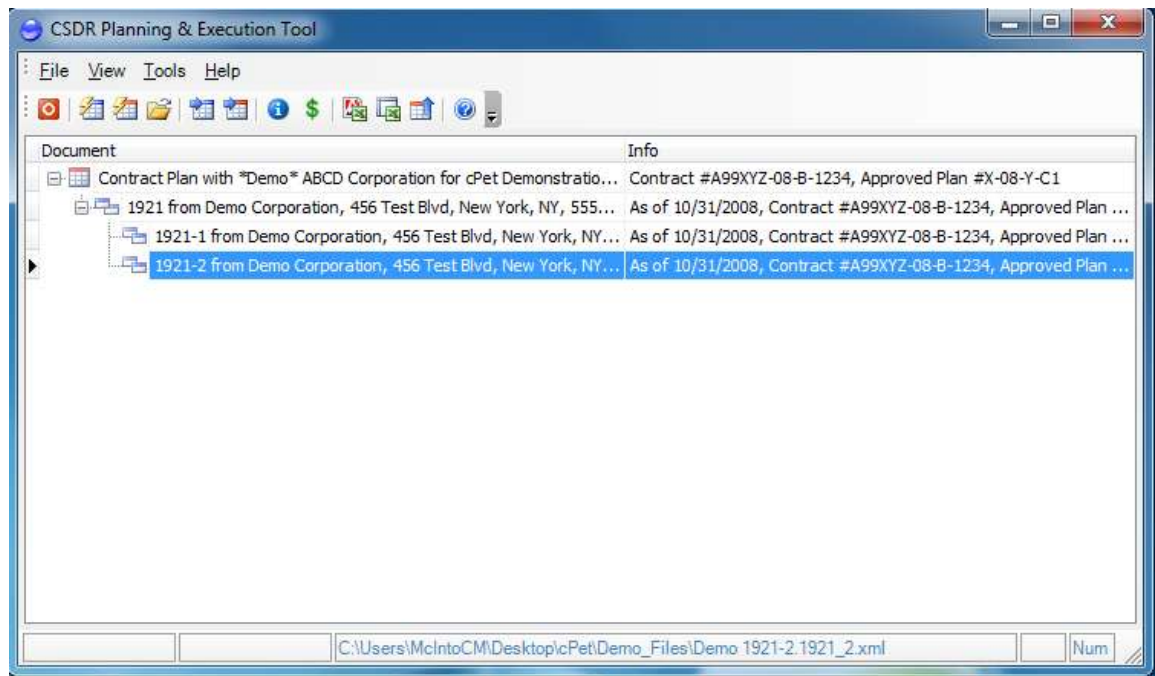
2. cPet will prompt the user to select a DD 1921-2 Form to import, then click “Open”:



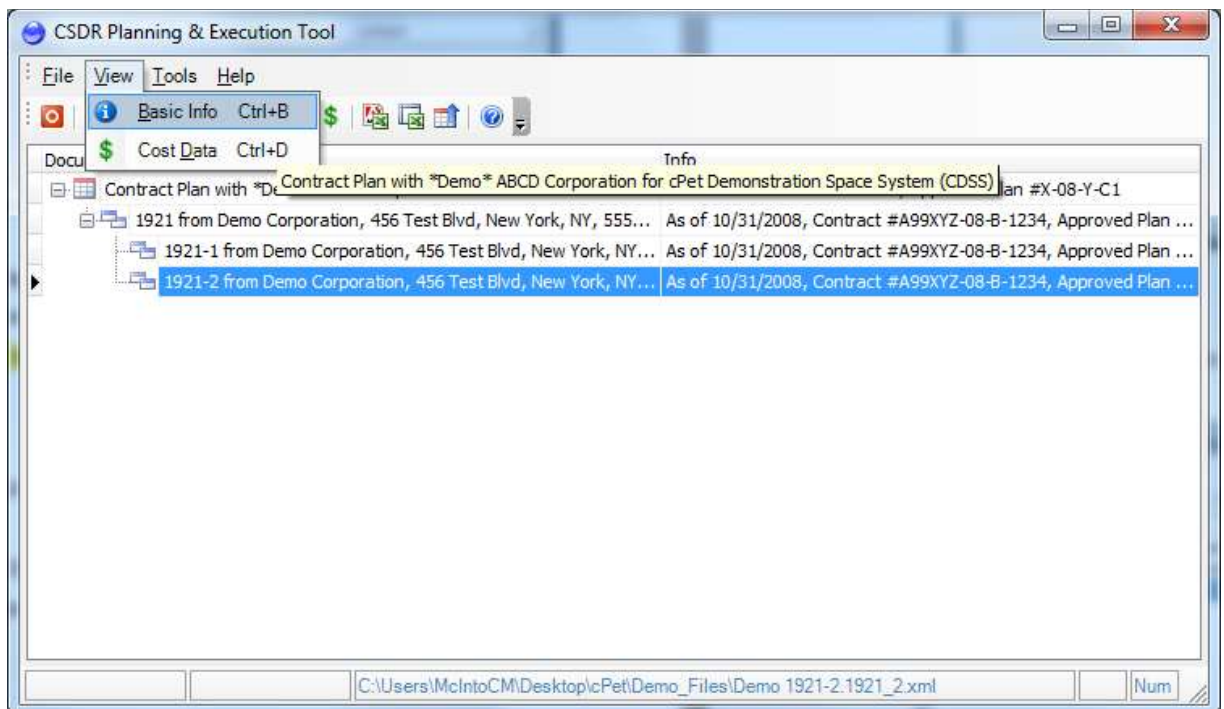
- Once a file is selected, the cPet Document Import Validation window will open, displaying the “Conversion Results”:






4. The “Conversion Results” displayed in the window display errors with cPet importing and reading the file and **not** errors associated with the data reported in the cost reports. See the [Conversion Results](#) to locate errors with the importing of the 1921-2’s.
5. Click the  Close icon to exit the Conversion Results.
6. The imported 1921-2 forms file will now appear in the main window of cPet, indented under the 1921 form:

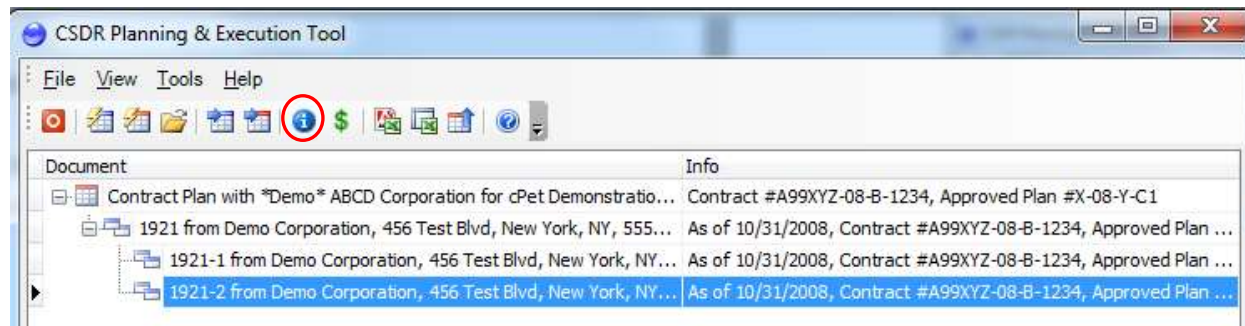


7. To view the header fields on the 1921-2 forms, click **View → Basic Info**:



 *Tip: The Basic Info for the 1921-2 can be accessed by right clicking the 1921-2 form, and selecting “Basic Info”*

 *Tip: The Basic Info for the 1921-2 can be accessed by selecting the  Basic Info icon in the toolbar on the main cPet window:*



8. Within the Basic Info window, there are three tabs that contain the header information related to the 1921-2 forms:

a. First, the “Page 1” tab contains the information related to the Program and Contractor:

1921-2 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Program

Program Name cPet Demonstration Space System (CDSS)

Phase Development

Prime Mission Product Demo PMP

Contractor

Contractor Type ☒ Prime / Associate ☐ Direct-Reporting Subcontractor

Contractor Name Demo Corporation, 456 Test Blvd, New York, NY, 55555

Address

City

State Zip

Customer Name (subcontractor use only)

Num

- b. Second, the “Page 2” tab contains the information related to the Type Action, Appropriation, and Period of Performance:

1921-2 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Type Action

Contract Number A99XYZ-08-B-1234

Latest Modification

Solicitation Number

Name Demo

Appropriation

☐ RDT&E

☒ Procurement

☐ O&M

Period of Performance

Start Date 5 / 13 / 2008

End Date 1 / 31 / 2010

Num

- c. Third, the “Page 3” tab contains the information related to the Report Specifics and Point of Contact Information:

1921-2 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Report Specifics

Report Cycle ☐ Initial ☒ Interim ☐ Final

Approved Plan Number X-08-Y-C1

Submission Number 1

Resubmission Number 0

Report As Of 10 / 31 / 2008

Point of Contact

Name Tester, Fred A


Department Business Operations


E-Mail cPetUser@demo.local

Phone 555-555-5555

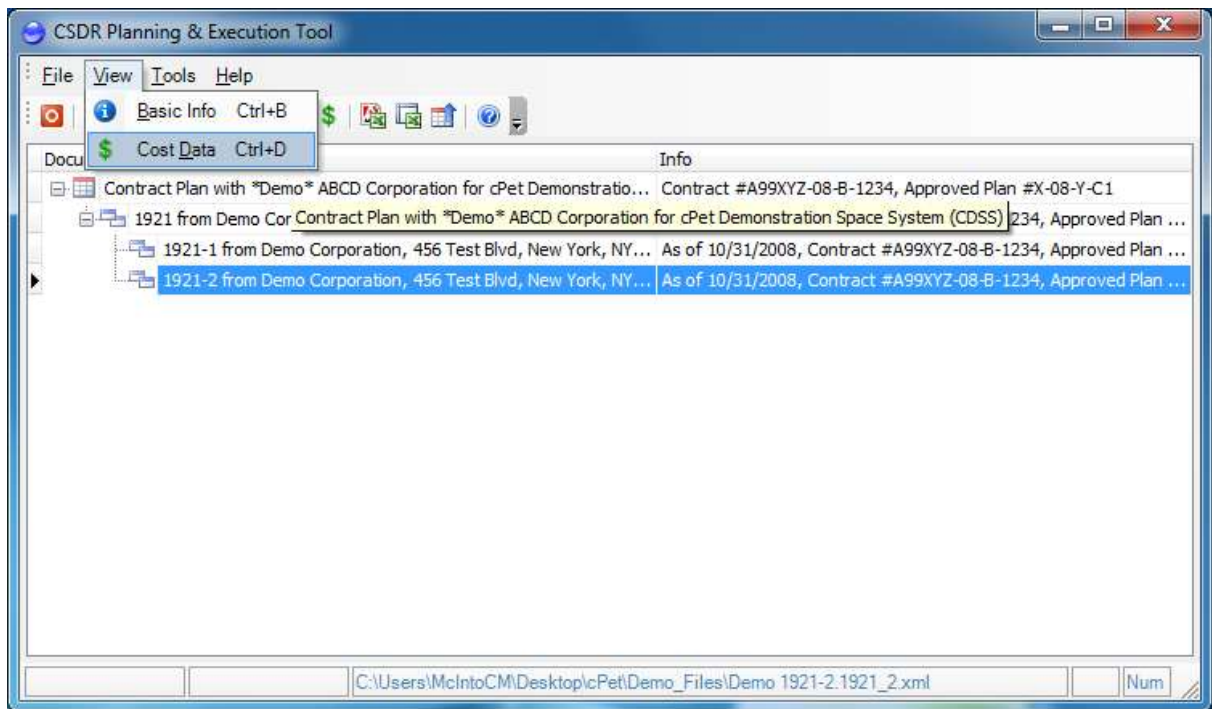
Date Prepared 12 / 1 / 2008


Num



 *Tip: The header information on the 1921-2 forms should match the header information on the 1921 form exactly.*

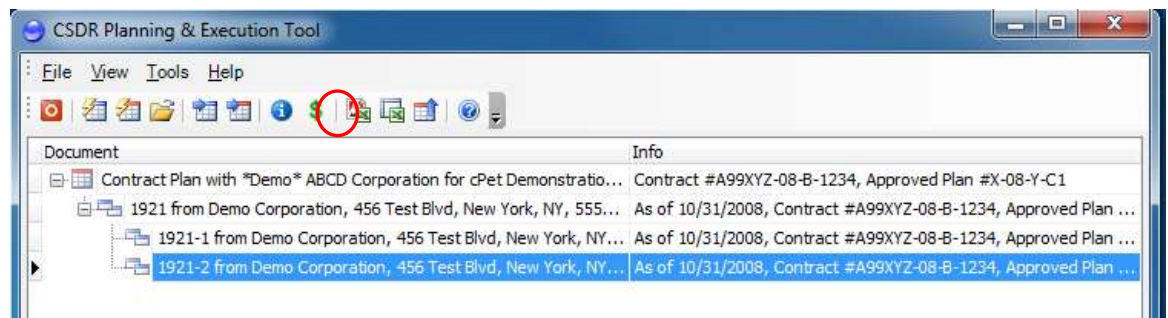
9. Click the  Close icon to exit the Basic Info.

10. To view the cost data reported on the 1921-2 forms, navigate to **View → Cost Data:**



 *Tip: The Cost Data for the 1921-2's can be accessed by right clicking the 1921-2 form, and selecting "Cost Data".*

 *Tip: The Cost Data for the 1921-2's can be accessed by selecting the  Cost Data icon in the toolbar on the main cPet window:*



11. The Cost Data window will open and the user can view the values reported for each required field on the 1921-2 form. The user can also view the 1921-2 cost data associated with each WBS element by selecting the WBS Elements on the left:

1921-2 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

WBS Elements

- 1.0 Space System
- 1.2 Space Vehicle (1.....)


Units/Lots Completed


Unit Total

Data Elements	Completed Unit/Lot (1)	Completed Unit/Lot (2)	Completed Unit/Lot (3)	Completed Unit/Lot (4)	W/Lot Process
(1) Model and Series	xyz	xyz	xyz	xyz	
(2) First Unit	1.0	2.0	3.0	5.0	
(3) Last Unit					
(4) Concurrent Units/Lots					
Characteristics					
(5a) Weight	5	5	5	5	
(5b) Power	2	3	4	5	
(5c) Length	2	2	2	2	
Engineering (recurring only)					
(6) Direct Engineering Labor Hours					
(7) Direct Engineering Labor Dollars					
Manufacturing Operations (recurring only)					
(8) Direct Tooling Labor Hours					
(9) Direct Tooling Labor Dollars					
(10) Direct Tooling & Equipment Dollars					
(11) Direct Quality Control Labor Hours					

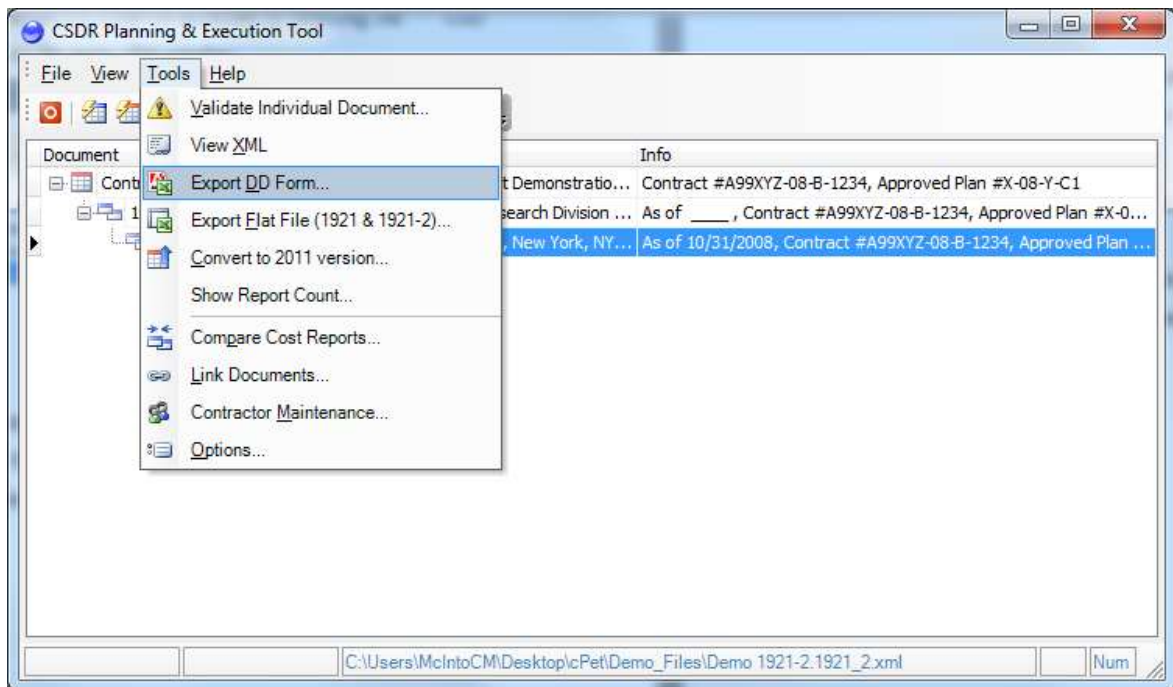
Remarks


Num


 *Tip: The WBS element names and codes are read-only. If you wish to revise these elements, you must do so in Excel and then re-import the 1921-2.*

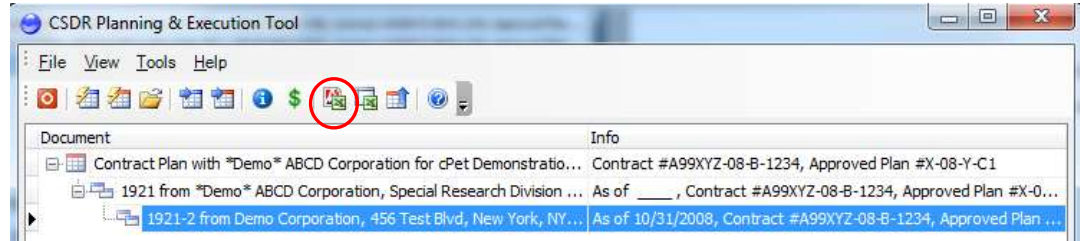
12. Click the  Close icon to exit the Cost Data.

13. In order to export the form to Excel, the user can navigate to **Tools → Export DD Form**, and save the Excel version to their hard drive:



 *Tip: The Export function can be accessed by right clicking on the file, and selected “Export DD Form”.*

 *Tip: The Export function can be accessed in the toolbar on the main cPet screen:*



14. Once the DD 1921-2 Forms have been imported into cPet, the user can:

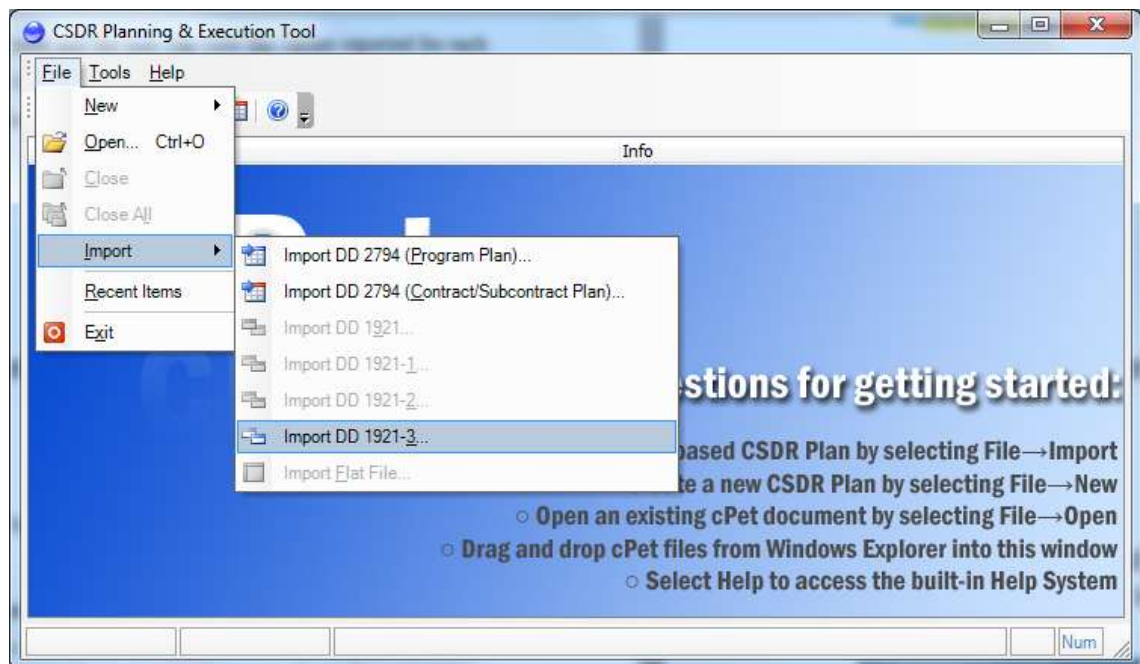
➡ Proceed to [Validating a 1921-2](#)

➡ Proceed to [Import DD 1921-3 Form](#)

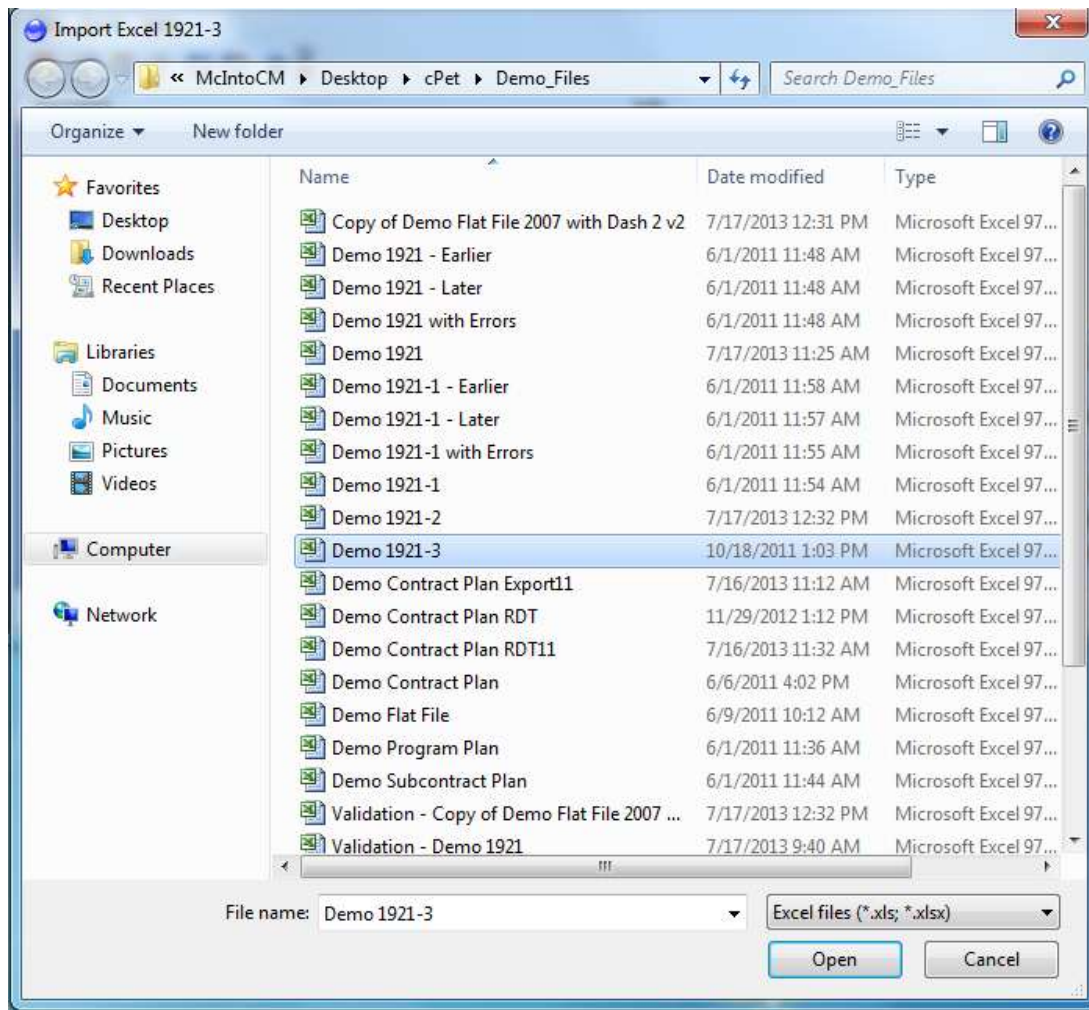
2.3.1.4 Import DD Form 1921-3 (Contractor Business Data Report)

The DD 1921-3 Form is a cost report that is not associated with a Contract Plan. Therefore, the user does not need to import any plan or cost reports into cPet prior to importing the DD 1921-3 Form. The **Import DD 1921-3** command is used to convert DD 1921-3 Excel files to XML files that can then be reviewed and validated in cPet.

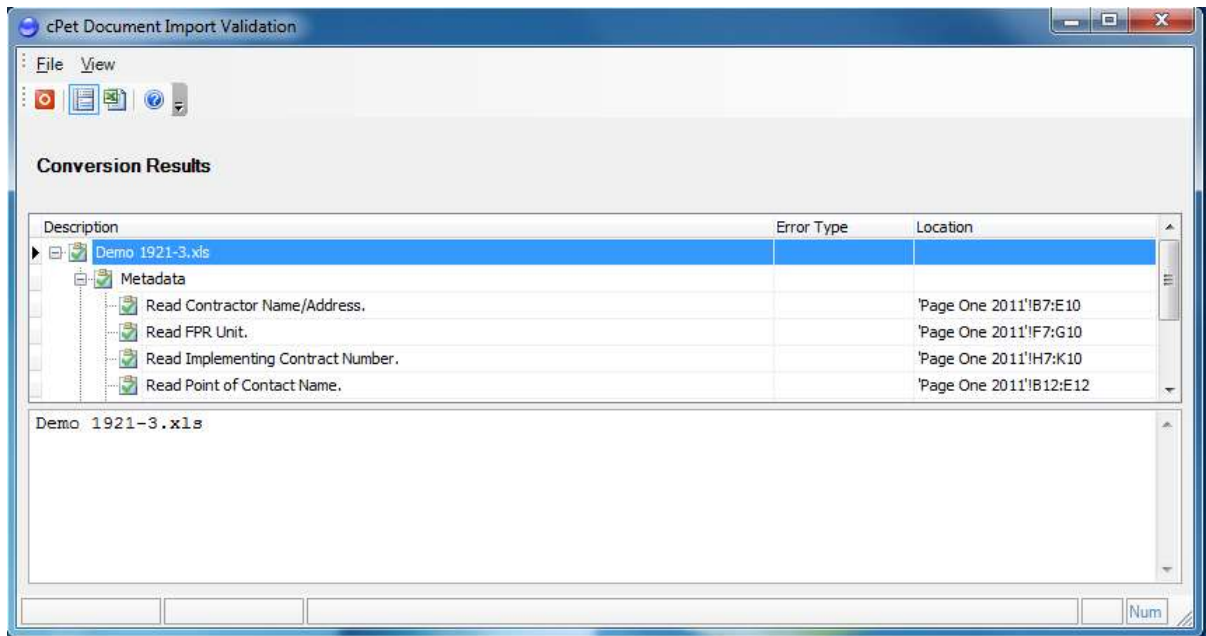
1. Navigate to **File → Import → Import DD 1921-3**:




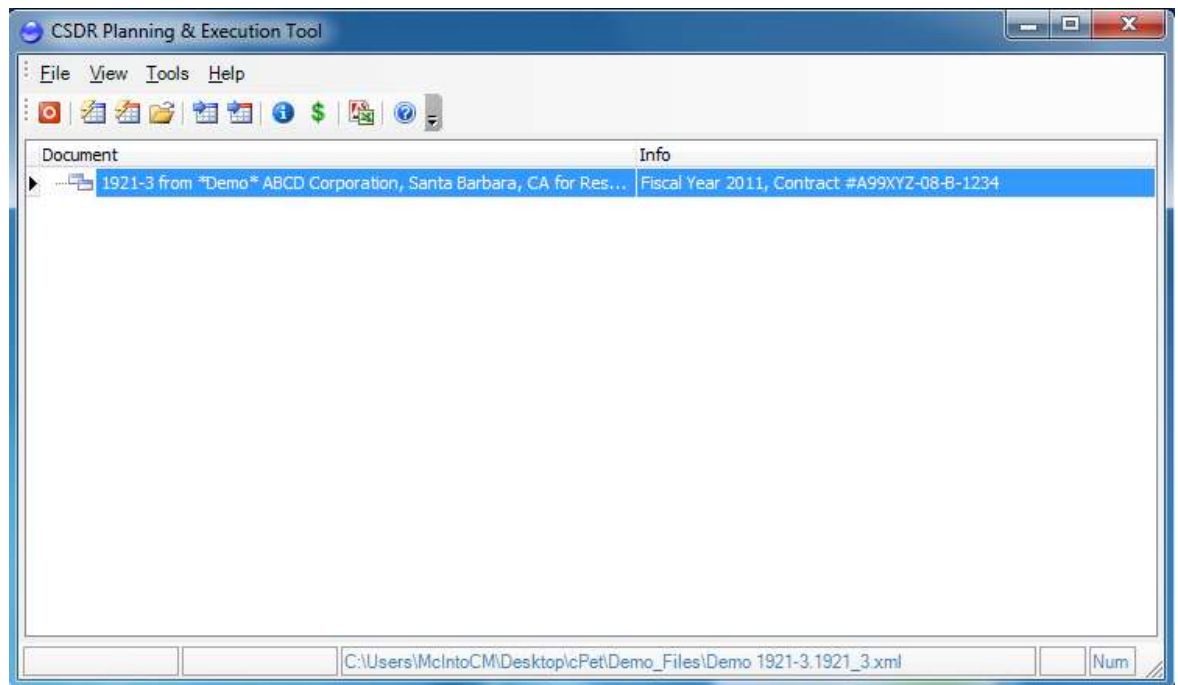
2. cPet will prompt the user to select a DD 1921-3 Form to import, then click “Open”:



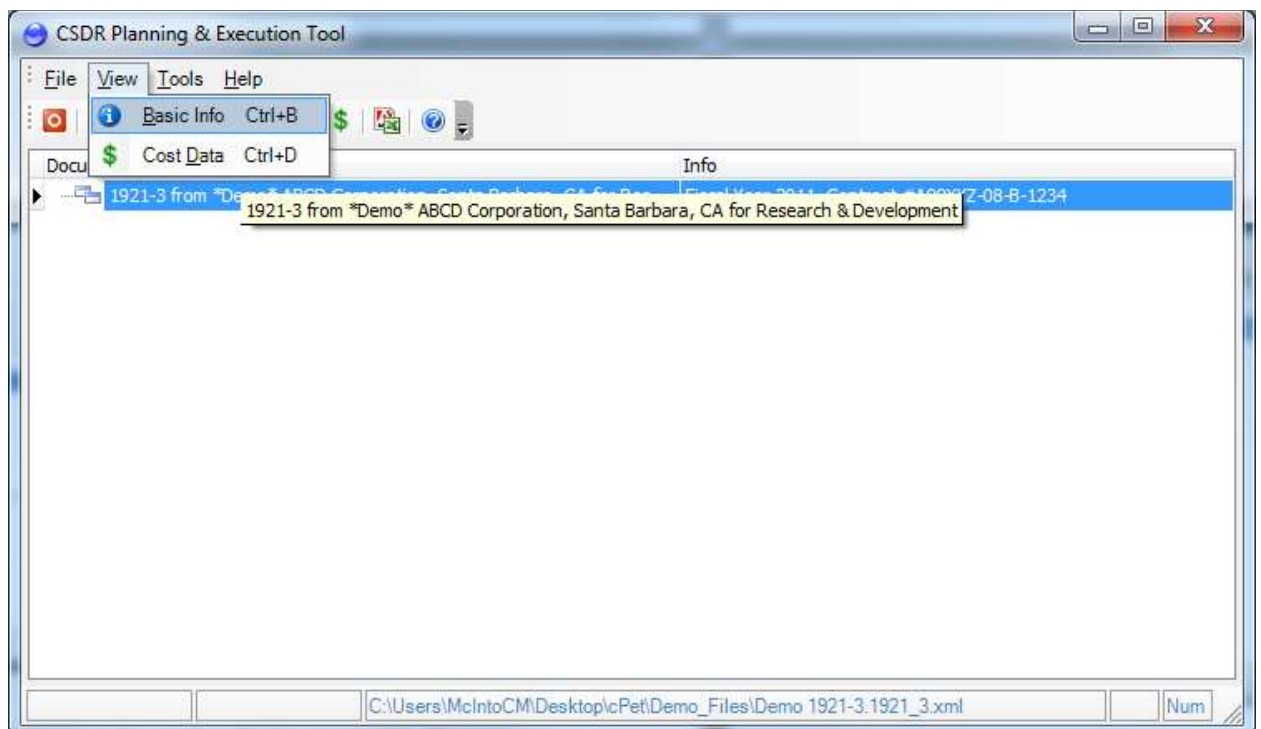
- Once a file is selected, the cPet Document Import Validation window will open, displaying the “Conversion Results”:






4. The “Conversion Results” displayed in the window display errors with cPet importing and reading the file and *not* errors associated with the data reported in the cost reports. See the [Conversion Results](#) to locate errors with the importing of the 1921-3.
5. Click the  Close icon to exit the Conversion Results.
6. The imported 1921-3 form file will now appear in the main window of cPet:

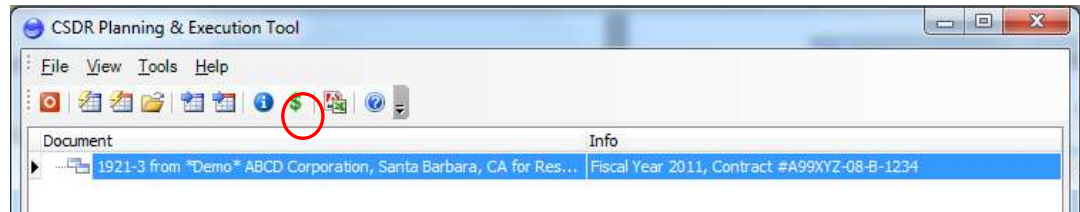


7. To view the header fields on the 1921-3 form, click **View → Basic Info**:



 *Tip: The Basic Info for the 1921-3 can be accessed by right clicking the 1921-3 form, and selecting “Basic Info”*

 *Tip: The Basic Info for the 1921-3 can be accessed by selecting the  Basic Info icon in the toolbar on the main cPet window:*



8. Within the Basic Info window, there are two tabs that contain the header information related to the 1921-3 forms.

a. First, the “Report Info” tab contains the information related to the Contractor Name/Address, Report Info, and Point of Contact Information:

1921-3 from *Demo* ABCD Corporation, Santa Barbara, CA for Research & Development

File

Report Info Remarks

Contractor Name/Address

Name *Demo* ABCD Corporation

Address 456 Contractor Lane

City Santa Barbara

State CA Zip 55555

Report Info

FPR Unit Research & Development

Implementing Contract Number A99XYZ-08-B-1234

Point of Contact

Name User, Joe T.

Department XYZ Department

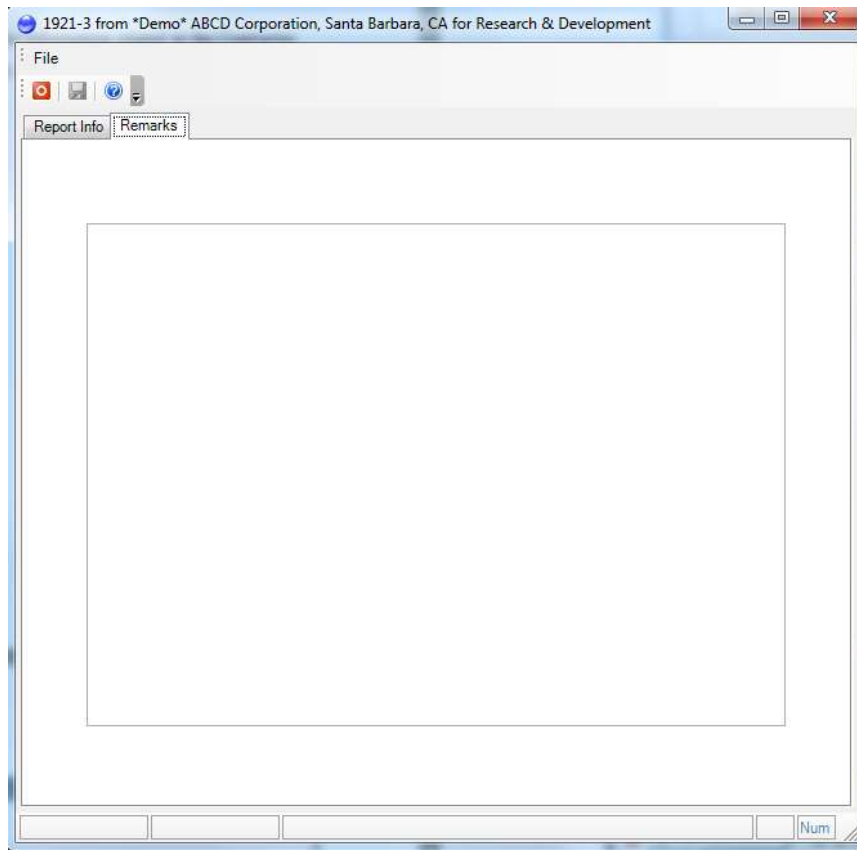
E-Mail tester@testing.local


Phone 310-555-5555

Date Prepared 10 / 17 / 2011

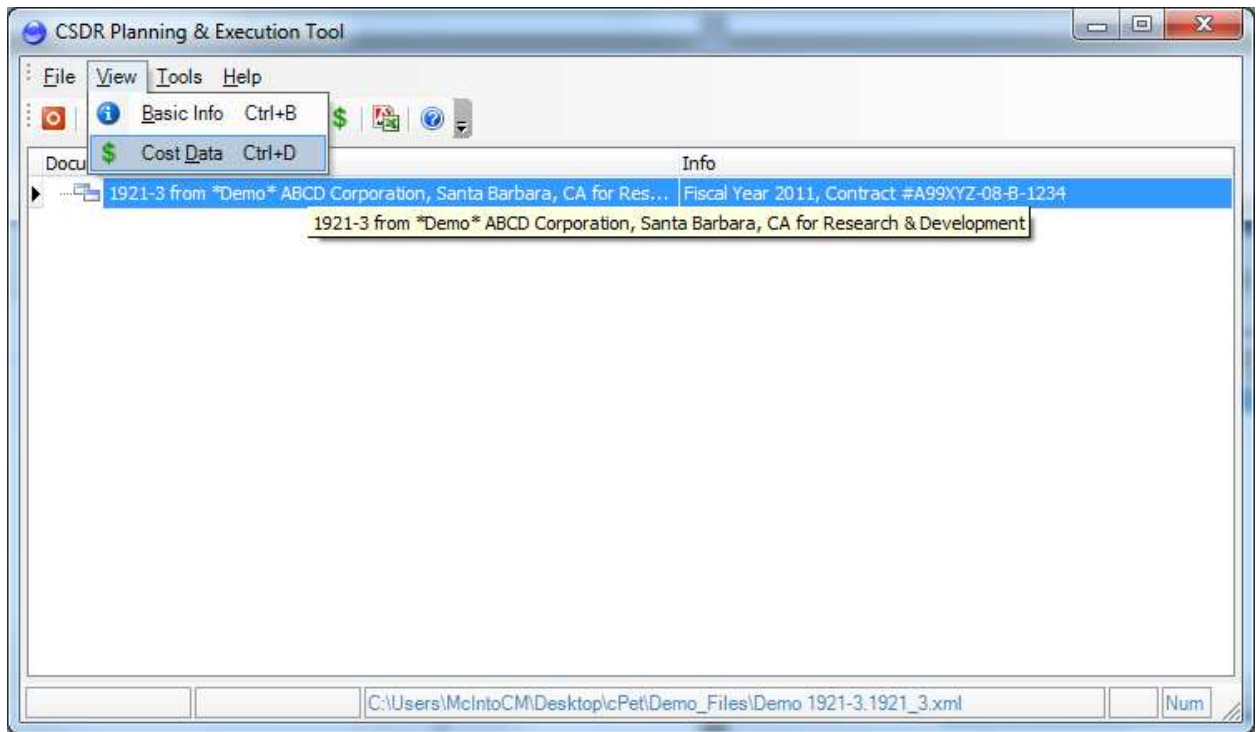
Num


- b. Second, the “Remarks” tab contains the information related to the Remarks section of the 1921-3:





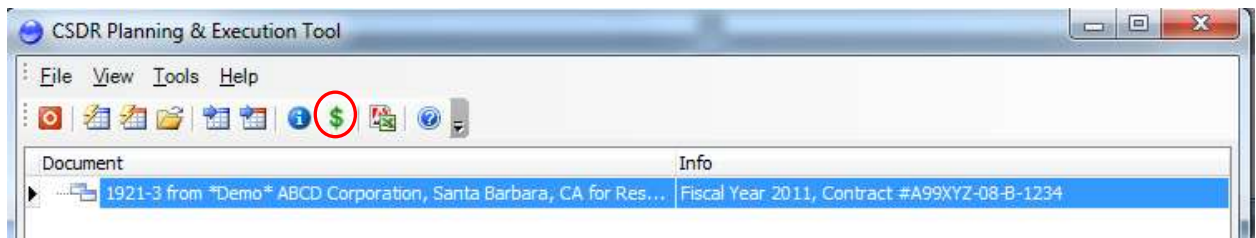
9. Click the  Close icon to exit the Basic Info.

10. To view the cost data reported on the 1921-3 form, navigate to **View → Cost Data:**



 *Tip: The Cost Data for the 1921-3 can be accessed by right clicking the 1921-3 form, and selecting “Cost Data”.*

 *Tip: The Cost Data for the 1921-3 can be accessed by selecting the  Cost Data icon in the toolbar on the main cPet window:*



11. The Cost Data window will open and the user can view data across two tabs:
 - a. First, the “Page 1” tab will display the “Direct Costs by Program” and “Indirect Costs by Category” reported on the 1921-3 form:

1921-3 from "Demo" ABCD Corporation, Santa Barbara, CA for Research & Development

File

Page 1 Page 2

Reports

Current Year Report (FY 2011)

Current Year Report (FY 2010)

Data Period: Current Year Fiscal Year: 2011 Start Date: 11/30/2010 End Date: 6/15/2011

Direct Costs by Program

Program Name	A/F	Contract Number	Equivalent Units	Buyer	Engineering Workers	Engineering Dollars
1. Program A	F	X12345-10-Z-1111	1.2	Army	0.1	8,343.8
2. Program B	F	X12345-10-Z-2222	4.5	Air Force	0.1	7,334.9
3. Program C	F	X12345-10-Z-3333	2.3	Army	0.1	6,454.0
4. Program D	F	X12345-10-Z-4444	6.5	Other Govt	0.0	333.5
5. Program E	F	X12345-10-Z-5555	3.0	Air Force	0.5	20,439.0
6. Program F	F	X12345-10-Z-6666	0.8	Navy	0.4	18,292.0
7. Program G	F	X12345-10-Z-7777	1.7	Navy	0.1	7,334.9

Indirect Costs by Category

Name	Engineering Workers	Engineering Dollars
15. Indirect Labor	1.5	99,304.6
16. Employee Benefits		23,046.3
17. Payroll Taxes		11,343.5
18. Employment		6,343.4
19. Communication/Travel		15,303.8
20. Production Related		2,040.3

Sum

- b. Second, the “Page 2” tab will display the “FPR Unit % Full Production Capacity”, “Number of Shifts”, “Direct Labor Rates by Functional Category”, “Total FPR Unit Revenue”, “Organizational Changes, and “Accounting Changes”:

1921-3 from "Demo" ABCD Corporation, Santa Barbara, CA for Research & Development

File

Page 1 Page 2

Current Year Method of Calculating % Capacity

FPR Unit % of Full Production Capacity 63.00%

Number of Shifts 22.0

Divide actual output from the current fiscal year reporting period by the maximum output to calculate % of Full Production Capacity.

Direct Labor Rates By Functional Category


Name	Current Year Q1 Workers	Current Year Q1 Hours	Current Year Q1 Basic Rate \$	Current Year Q1 Effective Rate \$	Current Year Q2 Workers	Current Year Q2 Hours	Current Year Q2 Basic Rate \$	Current Year Q2 Effective Rate \$
1. Engineering - Direc...	1.8	3,256.0	44.1	44.3	1.6	2,845.0	45.0	
2. Manufacturing Dpe...								
a. Tooling - Direct L...	1.2	2,893.0	26.5	26.6	1.1	2,527.8	29.2	
b. Quality Control - ...	0.8	1,920.0	18.3	19.5	0.7	1,677.6	18.7	
c. Manufacturing - D...	1.3	3,010.0	32.9	20.8	1.1	2,630.1	33.7	

Prior Year Current Year

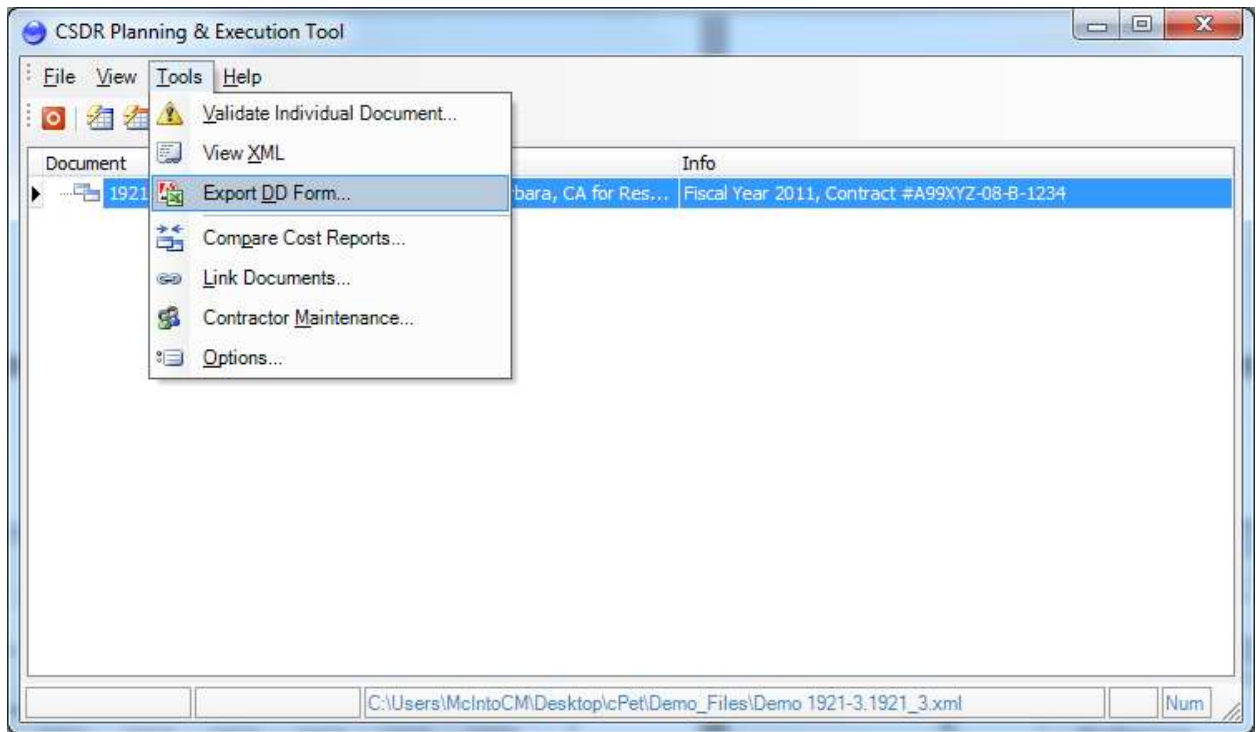
Total FPR Unit Revenue (Sales) 2,345,644.0 2,389,566.0

Organizational Changes Accounting Changes

No Organizational Changes N/A

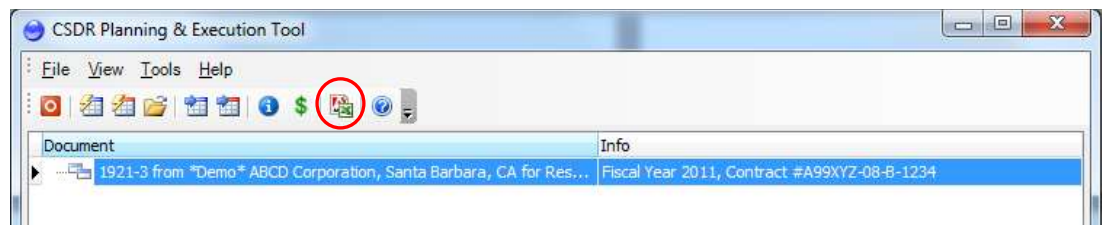
12. Click the  Close icon to exit the Cost Data.

13. In order to export the form to Excel, the user can navigate to **Tools → Export DD Form**, and save the Excel version to their hard drive:



Tip: The Export function can be accessed by right clicking on the file, and selected “Export DD Form”.

Tip: The Export function can be accessed in the toolbar on the main cPet screen:



14. Once the DD 1921-3 Form has been imported into cPet, the user can:

➡ Proceed to [Validating a 1921-3](#)

2.3.2 Creating Cost Reports

The Create Cost Reports command is used to create XML files that can then be reviewed and edited in cPet, and then exported to Excel. The following tutorials walk through the steps of creating each type of DD Form in cPet:

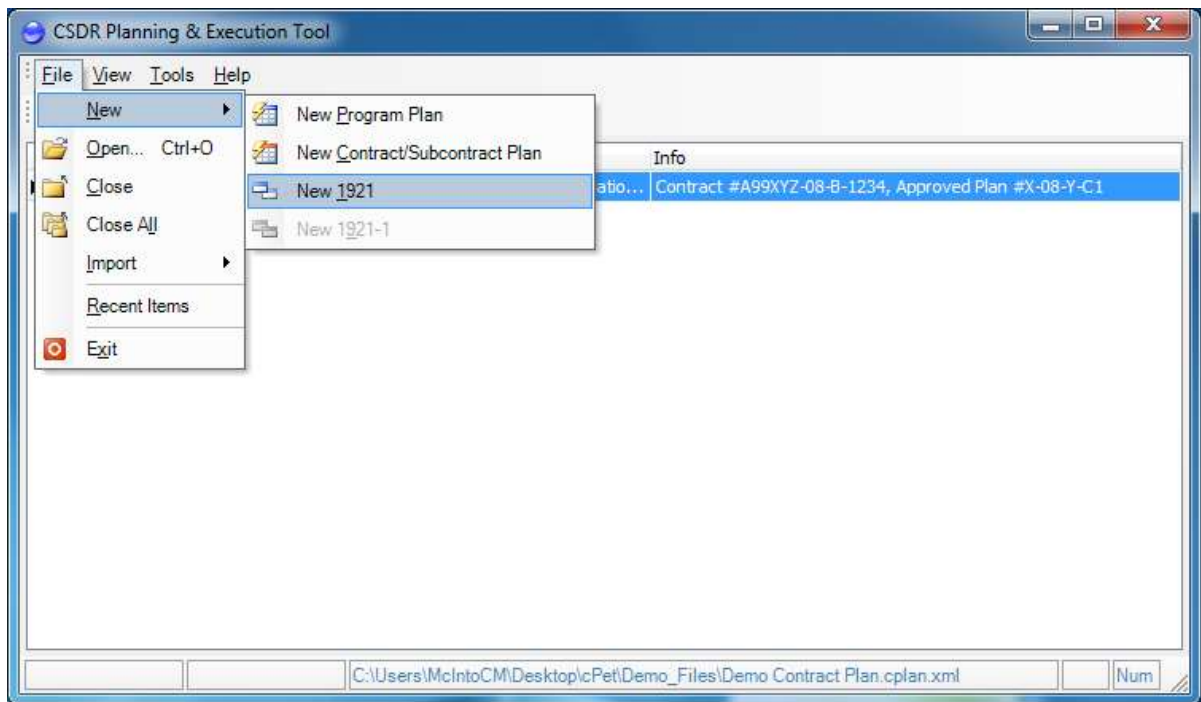
➡ [Create DD Form 1921 \(Cost Data Summary Report\)](#)

➡ [Create DD Form 1921-1 \(Functional Cost-Hour Report\)](#)

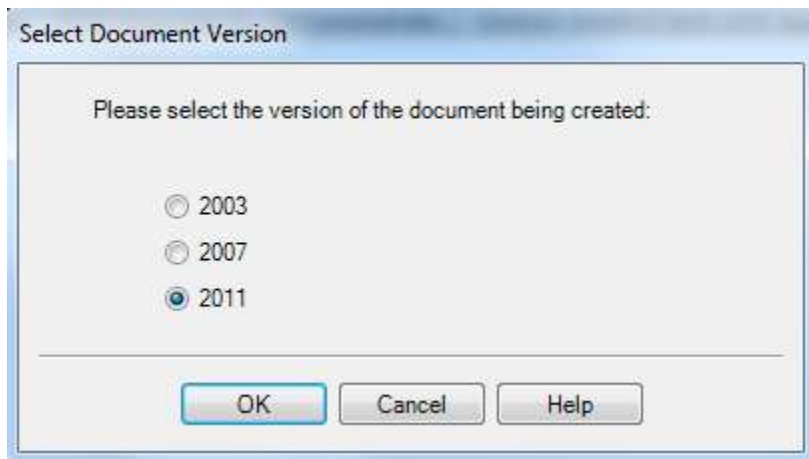
2.3.2.1 Create DD Form 1921 (Cost Data Summary Report)

In order to begin the process of creating cost reports, a valid Contract Plan or Subcontract Plan must be imported into cPet first (See [Importing Contract Plan](#)). The **New DD 1921** command is used to create XML files that can then be reviewed and validated in cPet, and then exported to Excel. In this tutorial, we will create cost reports for cPet Demonstration Space System (CDSS). The plan and cost reports follow the 2011 DID. Specifically, we will create a 1921 under the contract plan X-08-Y-C1.

1. With the Contract Plan uploaded into cPet, navigate to **File → New → New 1921:**



2. cPet will prompt the user to select a version for the 1921, and click “OK”:



3. The Basic Information window will automatically appear:

The screenshot shows a software window titled "1921 from *Demo* ABCD Corporation, Special Research Division, Santa Barbara, CA for cPet Demonstration Space ...". The window has a menu bar with "File" and a tabbed interface with "Page 1", "Page 2", "Page 3", and "Page 4". The "Page 1" tab is active and contains the following sections:

- Program**
 - Program Name: cPet Demonstration Space System (CDSS)
 - Phase: A (dropdown menu)
 - Prime Mission Product: Demo PMP
- Report**
 - Approved Plan Number: X-08-Y-C1
 - Submission Number: (empty text box)
 - Resubmission Number: (empty text box)
 - Report As Of: / / (dropdown menu)
- Report Cycle**
 - Initial (radio button)
 - Interim (radio button)
 - Final (radio button)
- Point of Contact**
 - Name: (empty text box)
 - Department: (empty text box)
 - E-Mail: (empty text box)
 - Phone: (empty text box)
 - Date Prepared: / / (dropdown menu)

At the bottom right of the window is a button labeled "Num".

4. Within the Basic Info window, there are four tabs that contain the header information related to the 1921 form. Header information will be imported from the Contract Plan for the applicable fields, and the user should fill in the rest of the fields with the appropriate information according to the 1921 Form Data Item Description (DID):
 - a. First, the "Page 1" tab contains the information related to the Program, Report, Report Cycle, and Point of contact:

1921 from "Demo" ABCD Corporation, Special Research Division, Santa Barbara, CA for cPet Demonstration Space ...

File

Page 1 Page 2 Page 3 Page 4

Program

Program Name cPet Demonstration Space System (CDSS)

Phase A

Prime Mission Product Demo PMP

Report

Approved Plan Number X-08-Y-C1

Submission Number

Resubmission Number

Report As Of / /

Report Cycle

☐ Initial

☐ Interim

☐ Final

Point of Contact

Name

Department

E-Mail

Phone

Date Prepared / /

Num

- b. Second, the "Page 2" tab contains the information related to the Reporting Organization Type, Performing Organization, and Division:

1921 from *Demo* ABCD Corporation, Special Research Division, Santa Barbara, CA for cPet Demonstration Space ...

File

Page 1 Page 2 Page 3 Page 4

Reporting Organization Type

☒ Prime / Associate Contractor ☐ Direct-Reporting Subcontractor ☐ Government

Performing Organization

Name *Demo* ABCD Corporation

Address

City

State Zip

Division

Name Special Research Division

Address

City Santa Barbara

State CA Zip

Customer (subcontractor use only)

Name

Num

- c. Third, the “Page 3” tab contains the information related to the Contract, Type Action, Appropriation, and Period of Performance:

1921 from "Demo" ABCD Corporation, Special Research Division, Santa Barbara, CA for cPet Demonstration Space ...

File

Page 1 Page 2 Page 3 Page 4

Contract

Contract Type

Contract Price

Contract Ceiling

Type Action

Contract Number A99XYZ-08-B-1234

Latest Modification

Solicitation Number

Name

Order/Lot Number(s)

Appropriation

☒ RDT&E

☐ Procurement

☐ O&M

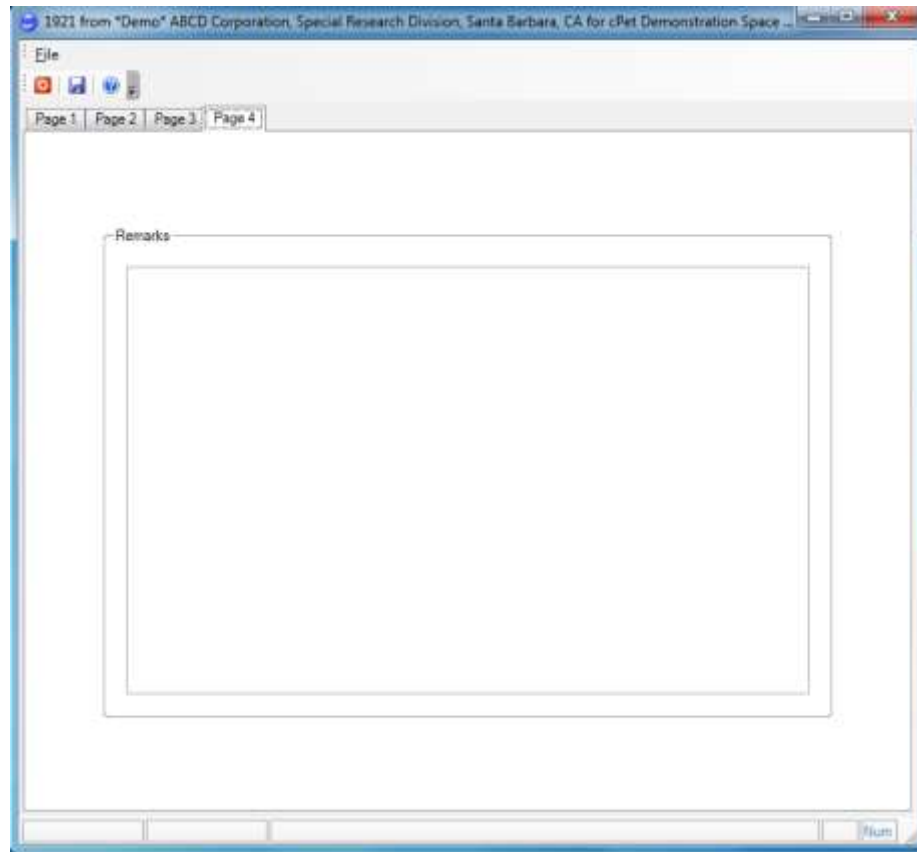
Period of Performance


Start Date / /

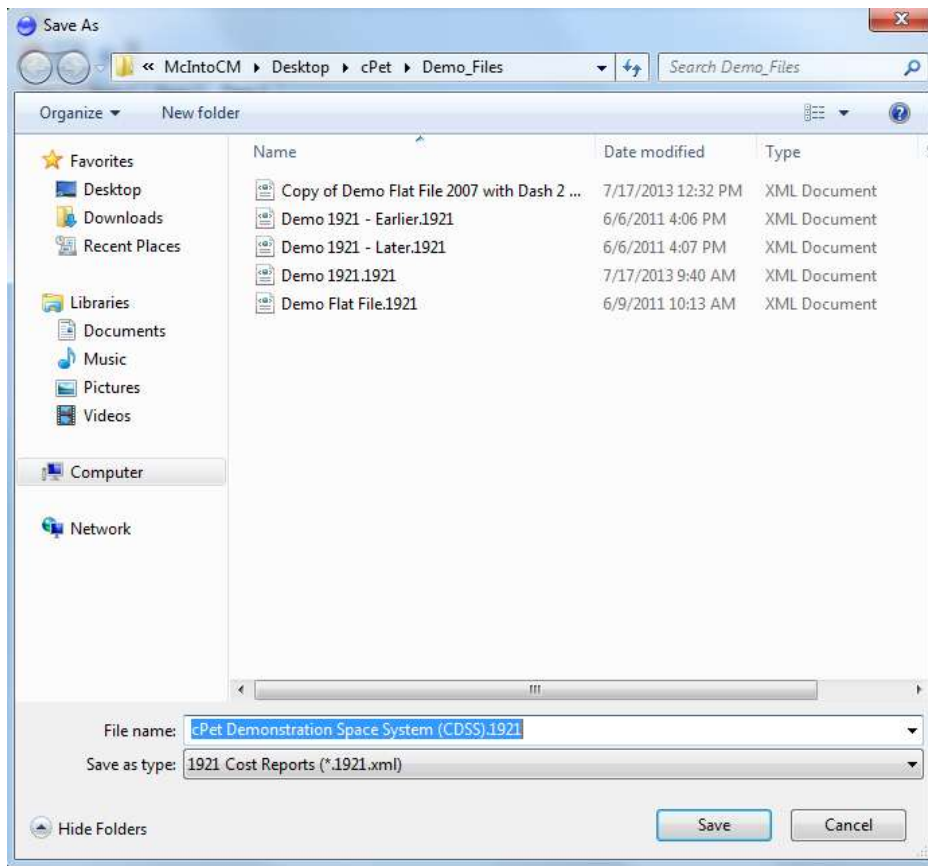
End Date / /


Num

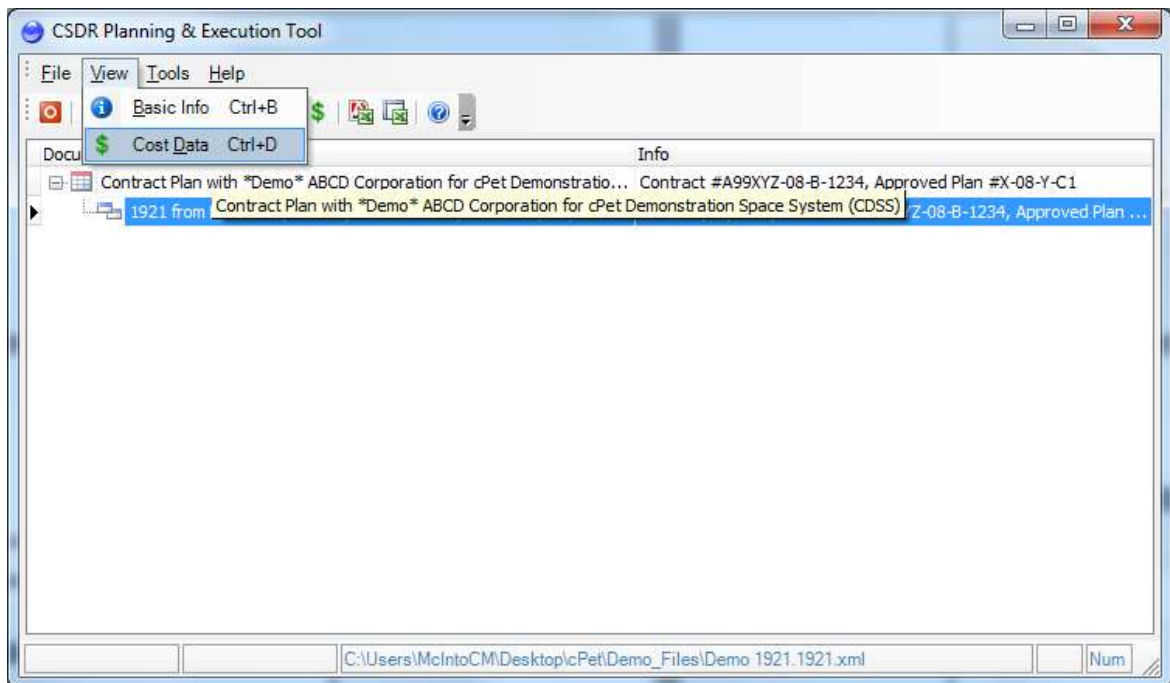
- d. Finally, the "Page 4" tab contains the information related to the Block 22 "Remarks" section of the 1921 form:






5. Click the  Save icon to save the changes to the file. The user will be prompted to save the file to their hard drive, and click "Save":

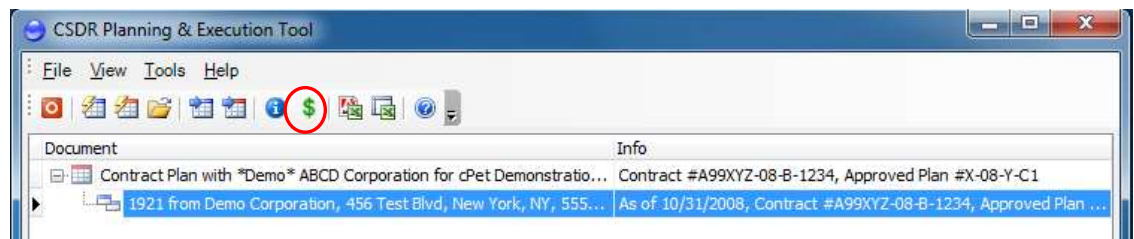


6. Then, click the  Close icon to exit the Basic Info.
7. To enter the cost data for the DD 1921 form, navigate to **View → Cost Data:**



 *Tip: The Cost Data for the 1921 can be accessed by right clicking the 1921 form, and selecting “Cost Data”.*


 *Tip: The Cost Data for the 1921 can be accessed by selecting the  Cost Data icon in the toolbar on the main cPet window:*












8. The Cost Data window will open and the user can manually enter the cost and unit values for each required WBS Element:


1921 from *Demo* ABCD Corporation, Special Research Division, Santa Barbara, CA for cPet Demonstration Space System (CDSS)

WBS Element Code	Reporting Element	# of Units	To Date			# of Units
			Nonrecurring	Recurring	Total	
1.0	Space System					
1.1	SEIT/PM and Other Co...					
1.2	Space Vehicle (1...n as...					
1.2.1	SEIT/PM and Other Co...					
1.2.2	Spacecraft Bus					
1.2.2.1	Integration, Assembly,...					
1.2.2.2	Telemetry, Tracking, an...					
1.2.3	Communication / Paylo...					
1.2.3.1	Communication					
1.2.3.1.1	UHF Antenna Subsystem...					
1.2.3.1.2	KA Antenna Subsystem					
1.2.3.2	Payload					
1.2.3.2.1	Legacy Subsystem					
1.2.3.2.2	KA to UHF Subsystem					
1.2.4	Booster Adapter					
1.2.5	Space Vehicle Storage					
1.2.6	Launch Systems Integr...					
1.2.7	Launch Operations & M...					
1.3	Ground (1...n as require...					
1.3.1	SEIT/PM and Other Co...					
1.3.2	Ground Terminal Subs...					




 *Tip: The WBS element names and codes are read-only. If you wish to revise these elements, you must do so in Excel and then re-import the 1921.*



9. The Summary Elements will be marked with a  flag. Only data in the “To Date Total” and “At Completion Total” columns require cost data for the Summary Elements.




	Subtotal Cost					468,200.0
	Reporting Contractor G...					54,000.0
	Reporting Contractor U...					0.0
	Reporting Contractor M...					0.0
	Reporting Contractor F...					1,500.0
	Total Cost					523,700.0
	Reporting Contractor P...					0.0
	Total Price					523,700.0



 *Tip: Ensure the Summary Elements are spelled correctly. Misspelled summary elements will be imported as if they were regular WBS items.*

10. If the user is creating a 2003 or 2007 version of the 1921, the following importing/exporting tools are available within the Cost Data toolbar to easily enter the required cost data:

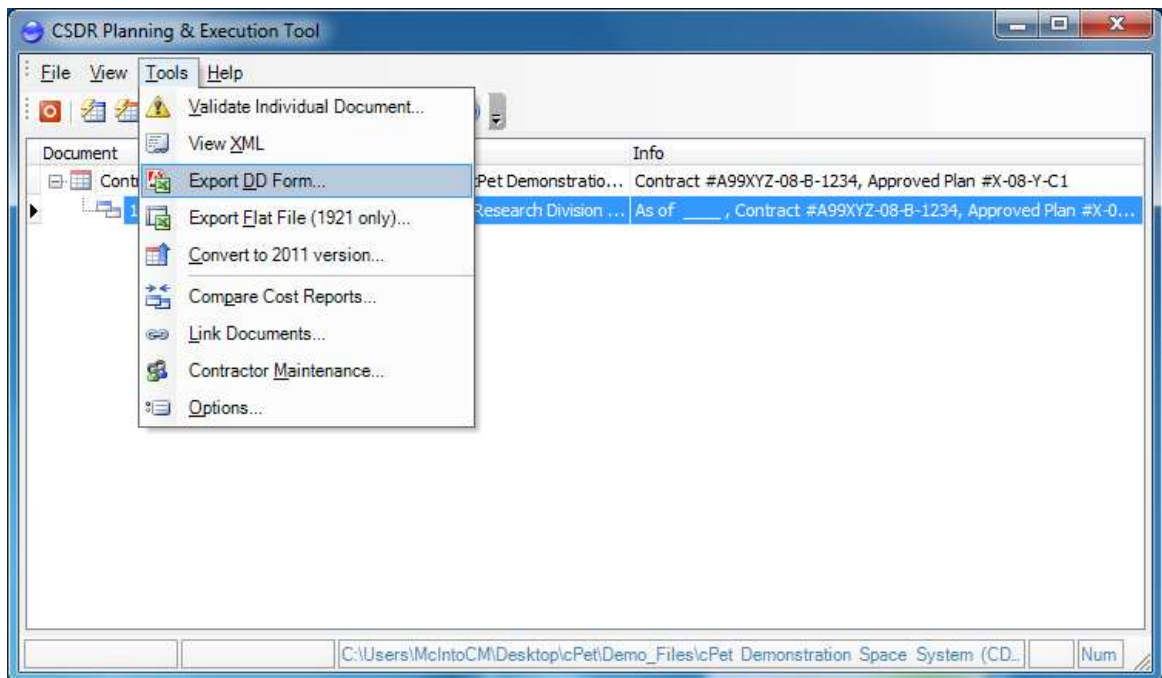
- a.  Create an Excel template file based on the WBS elements and the cost columns (e.g. Nonrecurring To Date)
- b.  Export the cost data to the template file that was created using the icon above
- c.  Import cost data into cPet from a template file


11. To use these features to fill in the cost data for a 2003 or 2007 version of the DD 1921 Form, the user would first need to create an Excel template (). Then you could fill in the data in Excel. Perhaps you have an automated method of populating the data in Excel. The final step would be to import the data back into cPet (). There are a few things to note when using these options:


-  *Tip: When data is imported into cPet, the current data in cPet is overwritten. The cost data in cPet is made to resemble the data in the Excel file.*
-  *Tip: It is not possible to use the import feature  to import data from a template file belonging to a different program. The number of WBS items must be the same between the Excel template file and the cost data in cPet.*

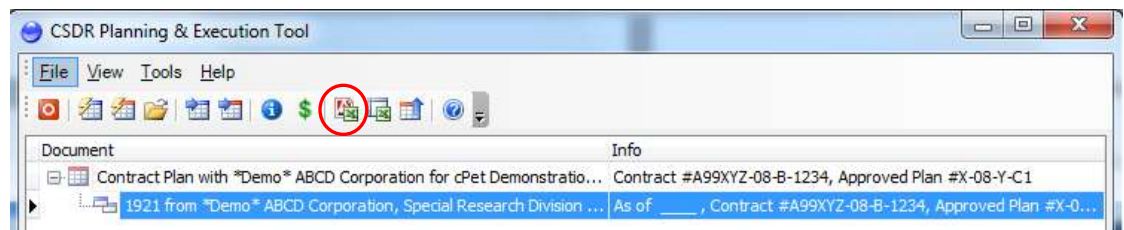
12. Once all of the cost data has been entered, click the  Save icon to save the changes, and  Close icon to exit the Cost Data.

13. In order to export the form to Excel, the user can navigate to **Tools → Export DD Form**, and save the Excel version to their hard drive:



 *Tip: The Export function can be accessed by right clicking on the file, and selected “Export DD Form”.*

 *Tip: The Export function can be accessed in the toolbar on the main cPet screen:*



14. Once the DD 1921 Form has been created in cPet, the user can:

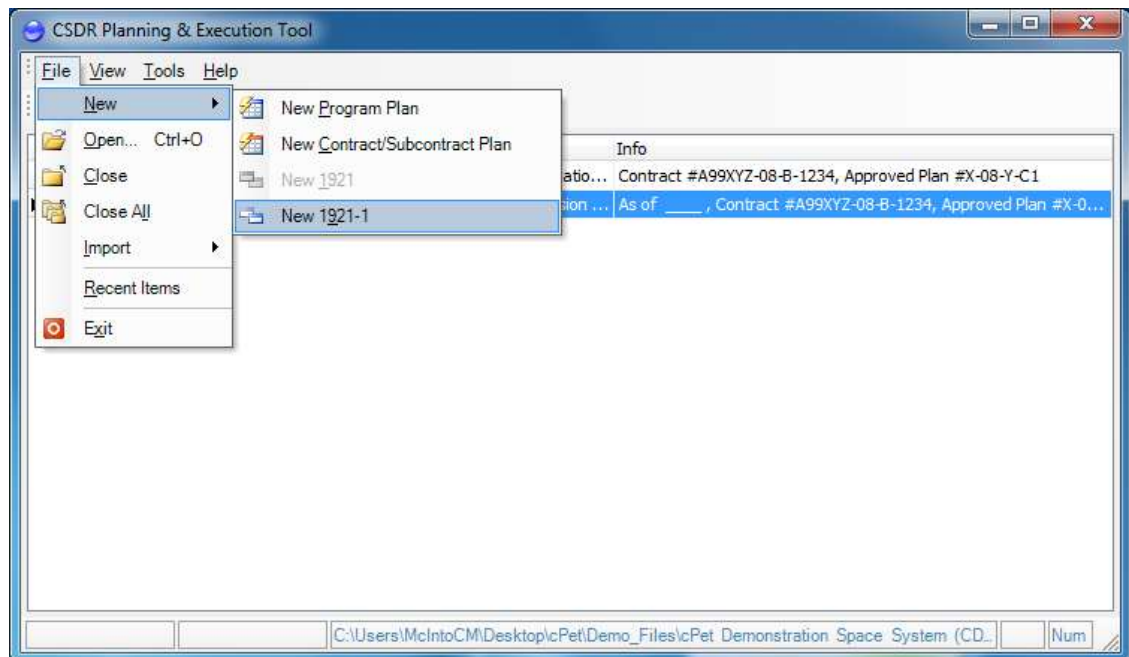
➡ Proceed to [Validating a 1921](#)

➡ Proceed to [Create DD 1921-1 Form](#)

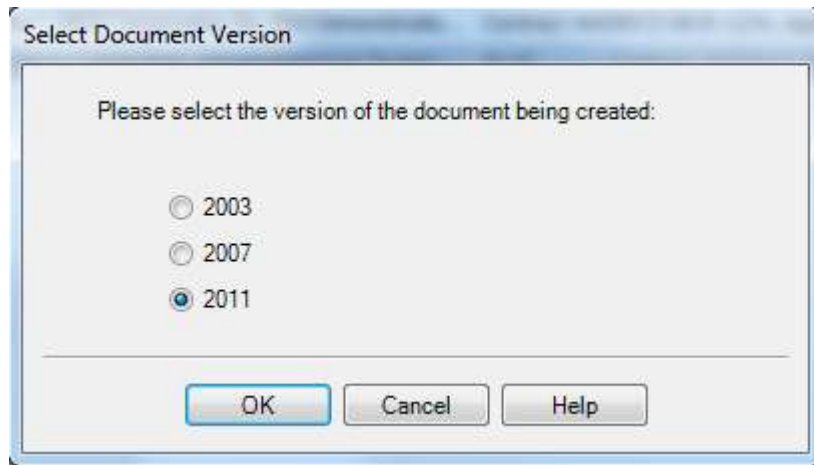
2.3.2.2 Create DD Form 1921-1 (Functional Cost – Hour Report)

Once the DD 1921 Form has been created, the next step is to create the accompanying DD 1921-1 Form. The **New DD 1921-1** command is used to create XML files that can then be reviewed and validated in cPet, and then exported to Excel. Whereas the DD 1921 Form contains only one form, the DD 1921-1 Form may be required for multiple WBS elements, according to the Contract Plan. Within the DD 1921-1 Excel file, each form is separated by a separate tab. In order to import a DD 1921-1 Form, a valid Contract Plan and DD 1921 Form must be imported into cPet (See [Import a Contract Plan](#) and [Import a DD 1921 Form](#)).

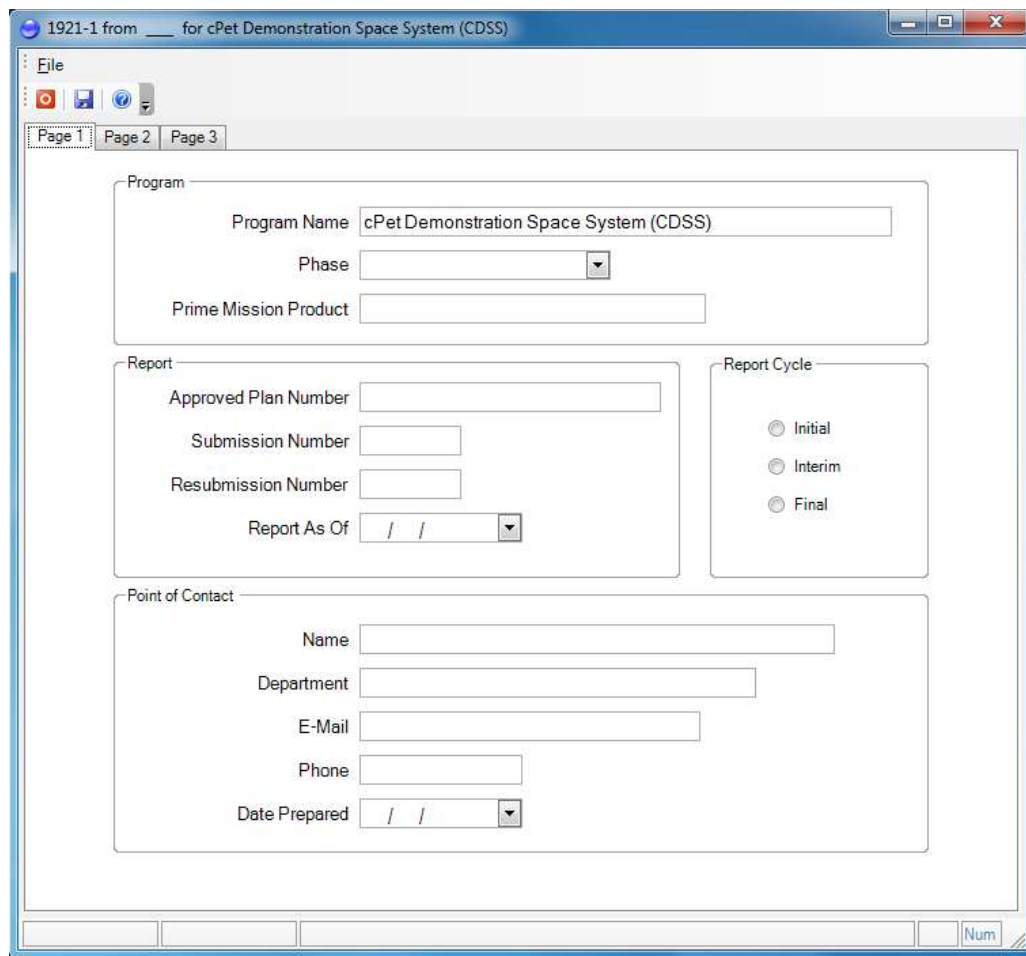
1. With the Contract Plan and DD 1921 Form uploaded into cPet, navigate to **File → New → New 1921-1**:



2. cPet will prompt the user to select a version for the 1921-1, and click “OK”:



3. Once a version is selected, the Basic Info window will automatically appear:



The "Basic Info" window is titled "1921-1 from ___ for cPet Demonstration Space System (CDSS)". It features a menu bar with "File" and a toolbar with icons for file operations. Below the toolbar are tabs for "Page 1", "Page 2", and "Page 3", with "Page 1" currently selected. The main content area is divided into three sections: "Program", "Report", and "Point of Contact".

Program Section:

- Program Name: cPet Demonstration Space System (CDSS)
- Phase: [Dropdown menu]
- Prime Mission Product: [Text field]

Report Section:

- Approved Plan Number: [Text field]
- Submission Number: [Text field]
- Resubmission Number: [Text field]
- Report As Of: [Date field with dropdown]

Report Cycle Section:

- ☐ Initial
- ☐ Interim
- ☐ Final

Point of Contact Section:

- Name: [Text field]
- Department: [Text field]
- E-Mail: [Text field]
- Phone: [Text field]
- Date Prepared: [Date field with dropdown]

At the bottom right of the window is a button labeled "Num".

4. Within the Basic Info window, there are three tabs that contain the header information related to the 1921-1 forms. Header information will be imported from the Contract Plan for the applicable fields, and the user should fill in the rest of the fields with the appropriate information according to the 1921 Form Data Item Description (DID):
- a. First, the “Page 1” tab contains the information related to the Program, Report, Report Cycle, and Point of contact:

1921-1 from ___ for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Program

Program Name: cPet Demonstration Space System (CDSS)

Phase: [dropdown]

Prime Mission Product: [text box]

Report

Approved Plan Number: [text box]

Submission Number: [text box]

Resubmission Number: [text box]

Report As Of: [date dropdown]

Report Cycle

☐ Initial

☐ Interim

☐ Final

Point of Contact

Name: [text box]

Department: [text box]

E-Mail: [text box]

Phone: [text box]

Date Prepared: [date dropdown]

Num

- b. Second, the “Page 2” tab contains the information related to the Reporting Organization Type, Performing Organization, and Division:

1921-1 from ____ for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Reporting Organization Type

☒ Prime / Associate Contractor ☐ Direct-Reporting Subcontractor ☐ Government

Performing Organization

Name

Address

City

State Zip

Division

Name

Address

City

State Zip

Customer (subcontractor use only)

Name

Num

- c. Third, the “Page 3” tab contains the information related to the Type Action, Appropriation, and Period of Performance:

1921-1 from: ___ for cPet Demonstration Space System (CDSS)

File

Page 1 Page 2 Page 3

Type Action

Contract Number

Latest Modification

Solicitation Number

Name

Order/Lot Number(s)

Appropriation

☐ RDT&E

☐ Procurement


☐ O&M


Period of Performance

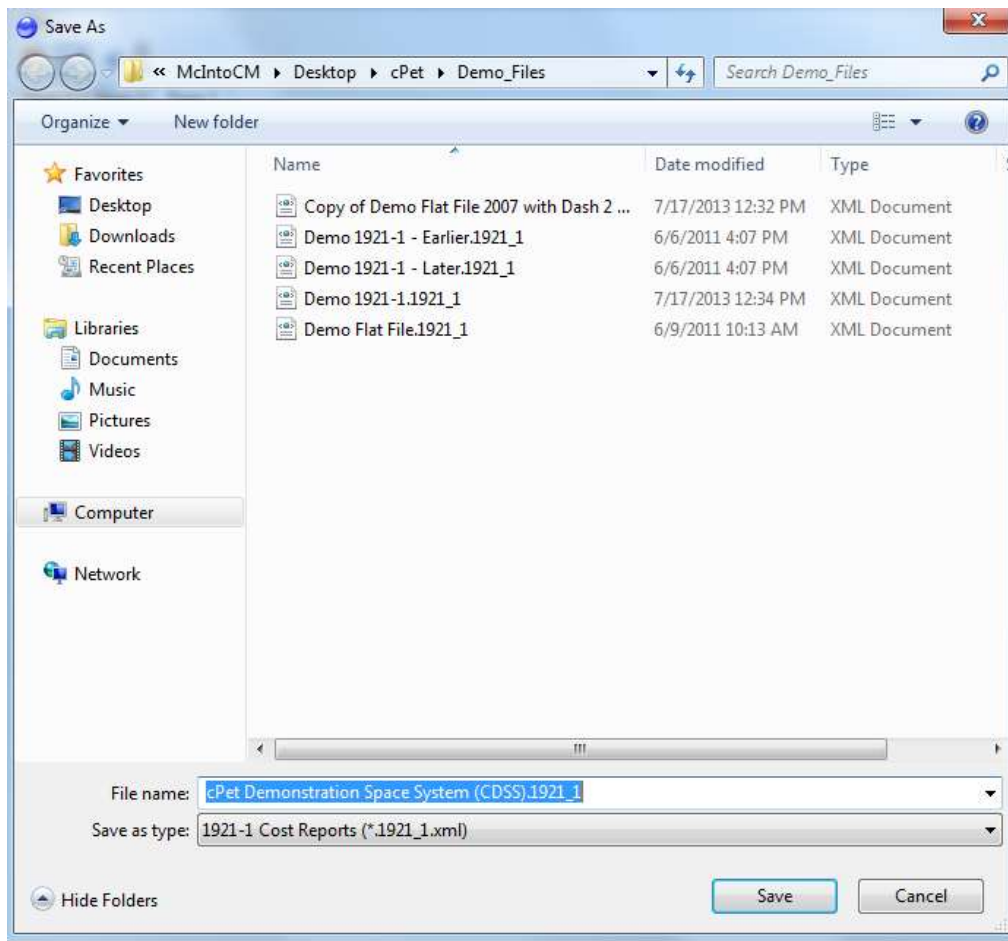
Start Date


End Date

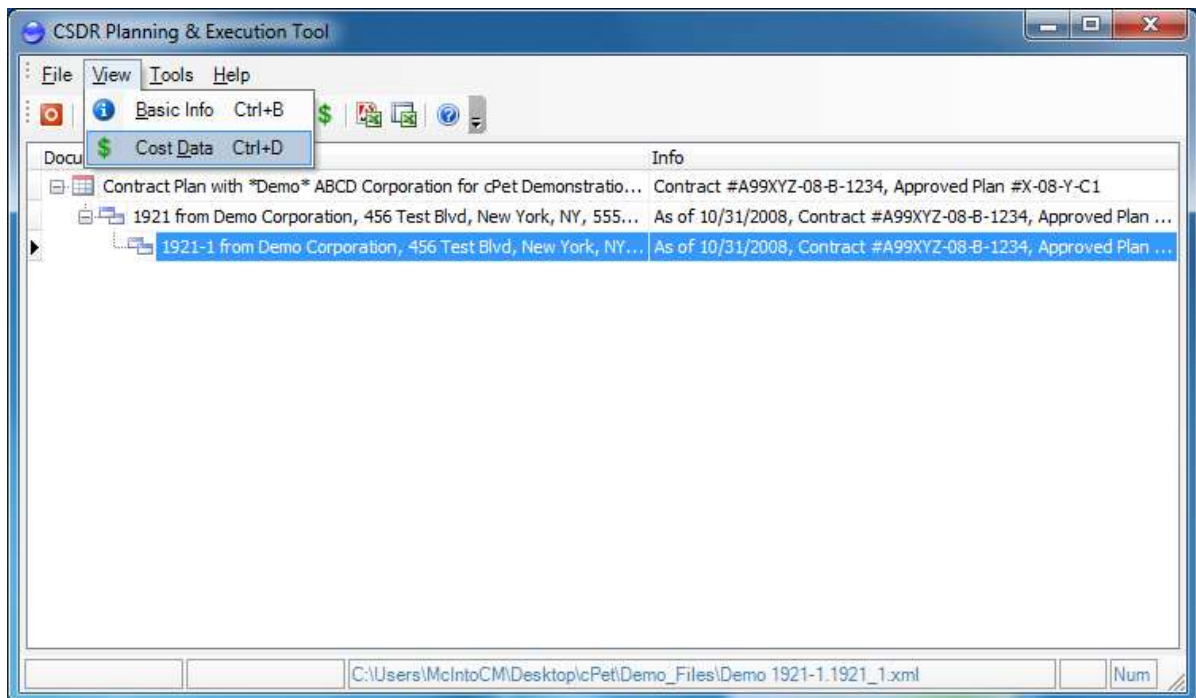
Num


 *Tip: The header information on the 1921-1 forms should match the header information on the 1921 form exactly.*



5. Click the  Save icon to save the changes to the 1921-1 file. The user will be prompted to save the file to their hard drive, and click “Save”:

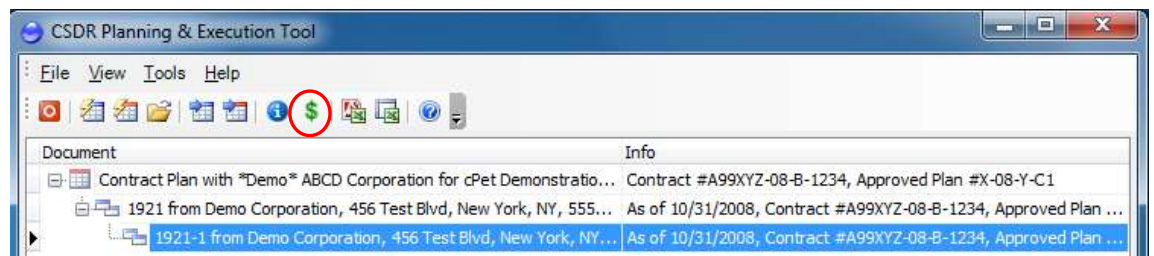


6. Then, click the  Close icon to exit the Basic Info.
7. To enter the cost data reported on the 1921-1 forms, navigate to **View → Cost Data:**




 *Tip: The Cost Data for the 1921-1's can be accessed by right clicking the 1921-1 form, and selecting "Cost Data".*




 *Tip: The Cost Data for the 1921-1's can be accessed by selecting the  Cost Data icon in the toolbar on the main cPet window:*





8. The Cost Data window will open and the user can enter the values required for each WBS element. The user can manually enter the 1921-1 cost data associated with each WBS element by selecting the WBS Elements on the left:




 *Tip: The WBS element names and codes are read-only. If you wish to revise these elements, you must do so in Excel and then re-import the 1921-1.*



9. If the user is creating a 2003 or 2007 version of the 1921-1 forms, the following importing/exporting tools are available within the Cost Data toolbar to easily enter the required cost data:

-  Create an Excel template file based on the WBS elements and the cost columns (e.g. Nonrecurring To Date)
-  Export the cost data to the template file that was created using the icon above
-  Import cost data into cPet from a template file

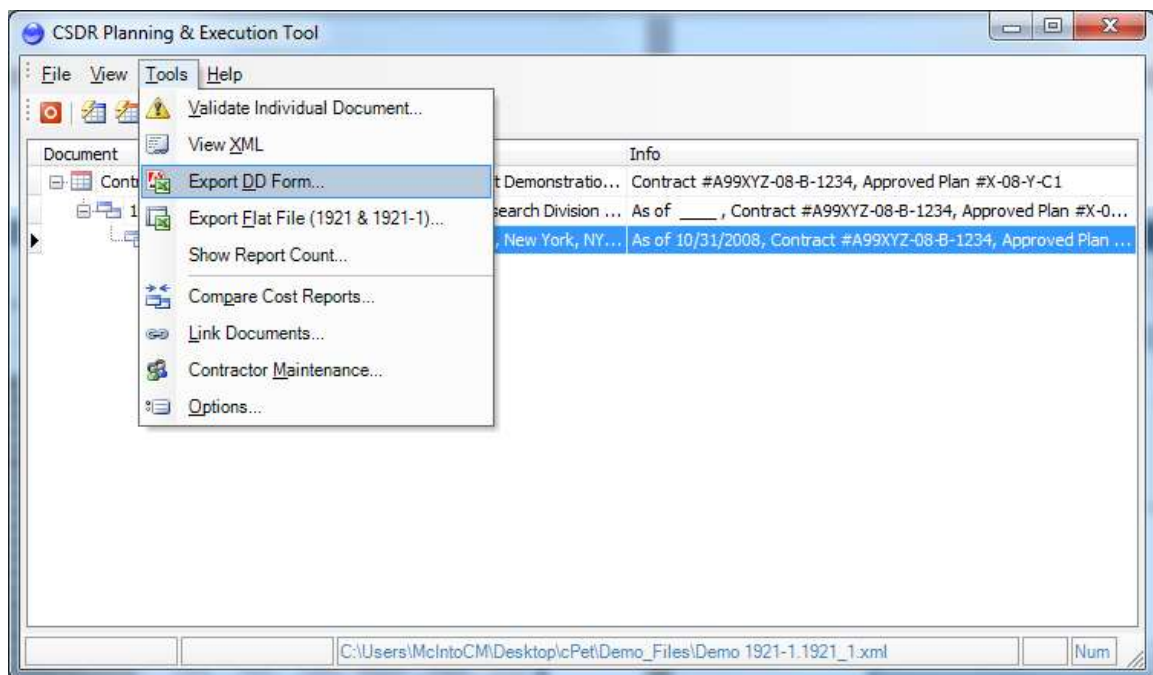
10. To use these features to fill in the cost data for a 2003 or 2007 version of the DD 1921 Form, the user would first need to create an Excel template (). Then you


could fill in the data in Excel. Perhaps you have an automated method of populating the data in Excel. The final step would be to import the data back into cPet (). There are a few things to note when using these options:


-  *Tip: When data is imported into cPet, the current data in cPet is overwritten. The cost data in cPet is made to resemble the data in the Excel file.*
-  *Tip: It is not possible to use the import feature  to import data from a template file belonging to a different program. The number of WBS items must be the same between the Excel template file and the cost data in cPet.*

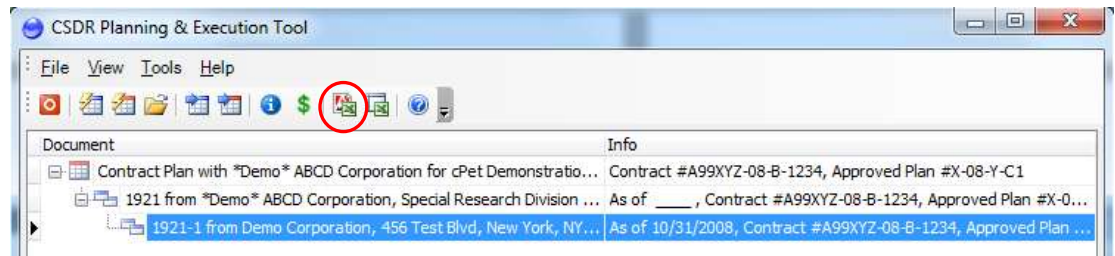
11. Once all of the cost data has been entered, click the  Save icon to save the changes, and  Close icon to exit the Cost Data.

12. In order to export the form to Excel, the user can navigate to **Tools → Export DD Form**, and save the Excel version to their hard drive:



-  *Tip: The Export function can be accessed by right clicking on the file, and selected “Export DD Form”.*

 *Tip: The Export function can be accessed in the toolbar on the main cPet screen:*



13. Once the DD 1921-1 Forms have been created in cPet, the user can:

➡ Proceed to [Validating a 1921-1](#)

2.3.3 Editing/Importing/Exporting Flat Files

A **Flat File** displays cost report information in an Excel spreadsheet. This file does not replace the DD Form 1921, 1921-1 or 1921-2. Rather, it provides an alternative way to organize and edit data. A Flat File can be imported into cPet to create the DD Forms. Similarly, cost reports that are open in cPet can be exported to a Flat File. The following tutorials are available:

➡ [Editing a Flat File](#)

➡ [Importing a Flat File](#)

➡ [Exporting Cost Reports to a Flat File](#)

 *Tip: Flat Files apply only to cost reports of the 2007 or 2011 version (not 2003).*

2.3.3.1 Editing a Flat File

A Flat File template can be obtained on the cPet page of the DCARC website (<http://dcarc.cape.osd.mil/CSDR/cPet.aspx>). The user can use this file to import their data into cPet. The Flat File is divided into multiple sections: Metadata, Summary Elements, WBS Codes and Reporting Elements, Units, Cost Data, Remarks, and 1921-2 Data Supplement. Note that the **WBS Reporting Level** (Column C) currently acts as a placeholder and is not used in this version of cPet.

1. **Metadata:** Columns A (Data Type) and B (1921/1921-1 Input) of the Excel flat file format are associated with the required metadata fields on the 1921 and 1921-1 forms. The header information for the 1921 and 1921-1 forms are exactly the same. Therefore, there is only one column within the flat file and it applies to both forms. However, in the event that a 1921 and 1921-1 report are uploaded into cPet, and exported to the flat file, Column B will contain the header information from the 1921 only.
 - a. Some of the cells within Column A (Data Type) contain comments that provide an indication of the type of data expected to be reported in the header information of the 1921 and 1921-1 forms. The example below indicates that the “Contractor Type” must either be “Prime/Associate Contractor” or “Direct – Reporting Subcontractor”:

	1	2
1	Data Type	1921/1921-1 Input
2	Data Version	2010
3	Security Classification	Unclassified
4	1a Program MDAP	cPet Demonstration Space System
5	1b Program Phase/Milestone	B
6	2 Prime Mission Product	Demonstration
7	3 Reporting Organization Type	Prime/Associate Contractor
8	4a Organization Name	Direct-Reporting Subcontractor
9	4a Organization Address Line 1	Government

2. **Summary Elements:** The Summary Elements are listed in Column A (Data Type), Lines 42 – 53. These fields correspond to Column F (Total Costs Incurred To Date)

and Column J (Total Costs Incurred At Completion) on the 1921 form. If one of these cells is left blank, cPet will provide a warning when the flat file is imported.

3. **WBS Codes and Reporting Elements:** The WBS Code is entered into Column C (WBS Code) on the flat file, and corresponds to Column A (WBS Element Code) on the 1921 form and Item 18 (WBS Element Code) on the 1921-1 forms. The WBS Reporting Element names are entered into Column D (WBS Reporting Elements) on the flat file. This data corresponds to Column B (WBS Reporting Elements) on the 1921 form and Item 19 (WBS Reporting Element) on the 1921-1 forms. These fields should match exactly between the 1921 and 1921-1 forms.
4. **Units:** The quantity or unit information is entered into Column F (Units To Date (TD)) and Column I (Units At Completion (AC)) on the flat file. This data corresponds to Columns C (Number of Units To Date) and Column G (Number of Units At Completion) on the 1921, and Item 20 (Number of Units) on the 1921-1 forms. These fields should match exactly between the 1921 and 1921-1 forms.
5. **Cost and Hour Data:** The cost data associated with the 1921 form is entered into Columns G (NR \$ TD), H (Rec \$ TD), J (NR \$ AC) and K (Rec & AC). This data corresponds directly with Columns D and E (Costs Incurred To Date) and Columns H and J (Costs Incurred At Completion) on the 1921 form. The “Total” values are calculated automatically when the flat file is imported into cPet. Concurrently, the cost and hour data for the 1921-1 form is entered into Columns L – CA. These columns correspond to the data reported on Lines 1 – 21 on the 1921-1 form.
6. **Remarks:** Line 47 (DD 1921 Remarks) on the flat file is associated with Block 22 (Remarks) on the 1921 form. Column CB (Remarks) is associated with Block 22 (Remarks) on the 1921-1 forms for each required WBS element.
7. **1921-2 Data Supplement:** The second tab of the flat file contains the required fields for the 1921-2 Progress Curve Report:


- a. **Meta Data:** The metadata or header information for the 1921-2 form matches the corresponding 1921 and 1921-1 metadata entered on the first tab of the flat file. The only required metadata fields for the 1921-2 form is the Data Version, which is entered in Column B, Line 2 of the flat file.
- b. **WBS Code and Reporting Elements:** Columns D (WBS Code) and E (WBS Reporting Elements) correspond directly to Items 18 (WBS Element Code) and 19 (WBS Reporting Element) on the 1921-2 form.
- c. **Units/Lots:** Column F (Units/Lots) on the flat file, corresponds to Item 20 (Units/Lots Completed) on the 1921-2 form. When entering data into the flat file, the user should specify whether the WBS element contains either “Unit Total” or “Lot Total” data.
- d. **Column:** Column G (Column) on the flat file corresponds to the number of columns in Sections A (Completed Units/Lots), B (Work in Process), and C (Total Direct Costs and Hours Incurred To Date). The standard number of columns, as they appear on the 1921-2 form, is already entered into the flat file. However, in the case that Section A (Completed Units/Lots) requires more than four columns of data, the user can insert a row under “A4” to expand the number of columns on the 1921-2 report. According to the 1921-2 Data Item Description (DID), the contractor is required to add sequential columns in the form as needed (i.e., A5, A6...An,) to account for all units/lots completed.
- e. **Data Elements:** Columns H (Model/Series), I (F_Unit), J (L_Unit), and K (Concur) correspond to Lines 1 (Model and Series), 2 (First Unit), 3 (Last Unit), and 4 (Concurrent Units/Lots) on the 1921-2 form. This information should be reported within each Column on the 1921-2, in Sections A

(Completed Units/Lots), B (Work in Process), and C (Total Direct Costs and Hours Incurred To Date).

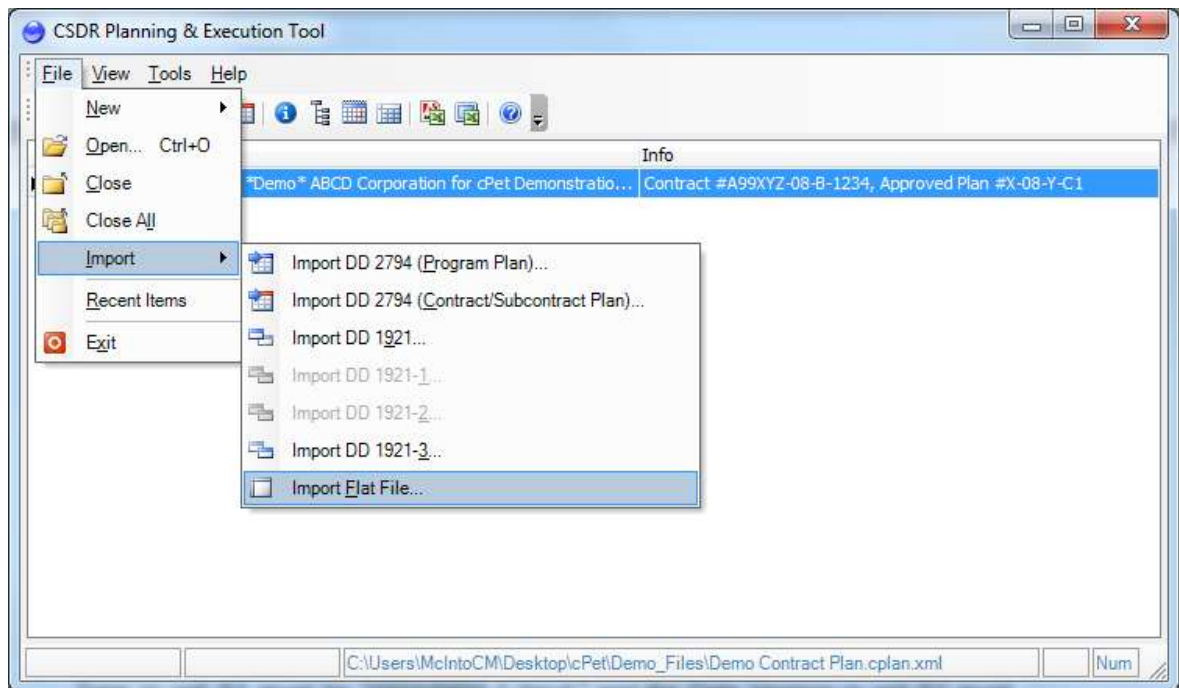
- f. **Cost and Hour Data:** Columns L – Y on the flat file correspond to the cost and hour data required in Lines 5 – 21 on the 1921-2 form. The flat file does not require data to be entered for Column C (Total Direct Costs and Hours Incurred To Date) because this data is automatically calculated when the flat file is imported into cPet.
- g. **Characteristics:** Columns Z – AI on the flat file correspond to Lines 5a – 5c (Characteristics) on the 1921-2 form. Enter the specific characteristics (e.g., weight, range, and speed) for each unit/lot as required by Item 15 of approved Contract or Subcontract CSDR Plan. The characteristic names are customizable within the flat file.
- h. **Remarks:** Column AJ (Remarks) on the flat file corresponds to Block 22 (Remarks) on the 1921-2 form.

2.3.3.2 Importing a Flat File

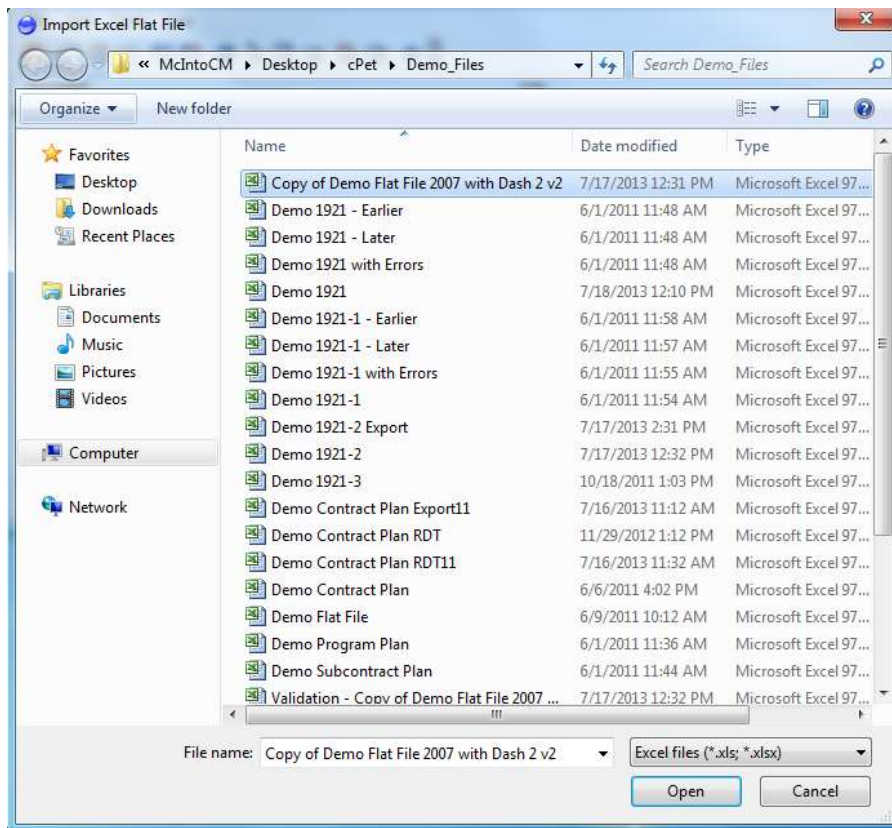
Once you have entered all applicable data into an Excel flat file, you can import the file into cPet. In order to import a flat file, a valid Contract Plan should be imported first (See [Importing a Contract Plan](#)).

 *Tip: cPet identifies an Excel file as a Flat File by two characteristics: (1) The Data Type in cell B1 must be "1921/1921-1 Input," and the Data Version in cell B2 must be "2007" or "2011." If these requirements are not satisfied, the Flat File will not import.*

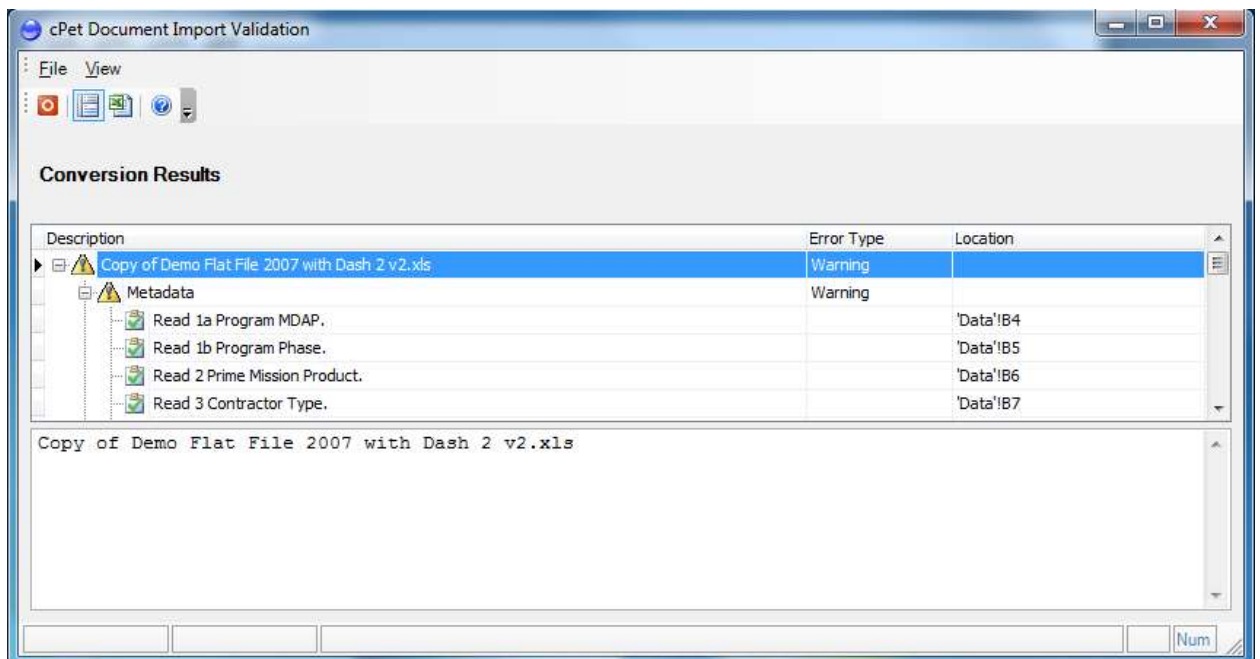
1. With the Contract Plan already imported into cPet, navigate to **File → Import → Import Flat File**:




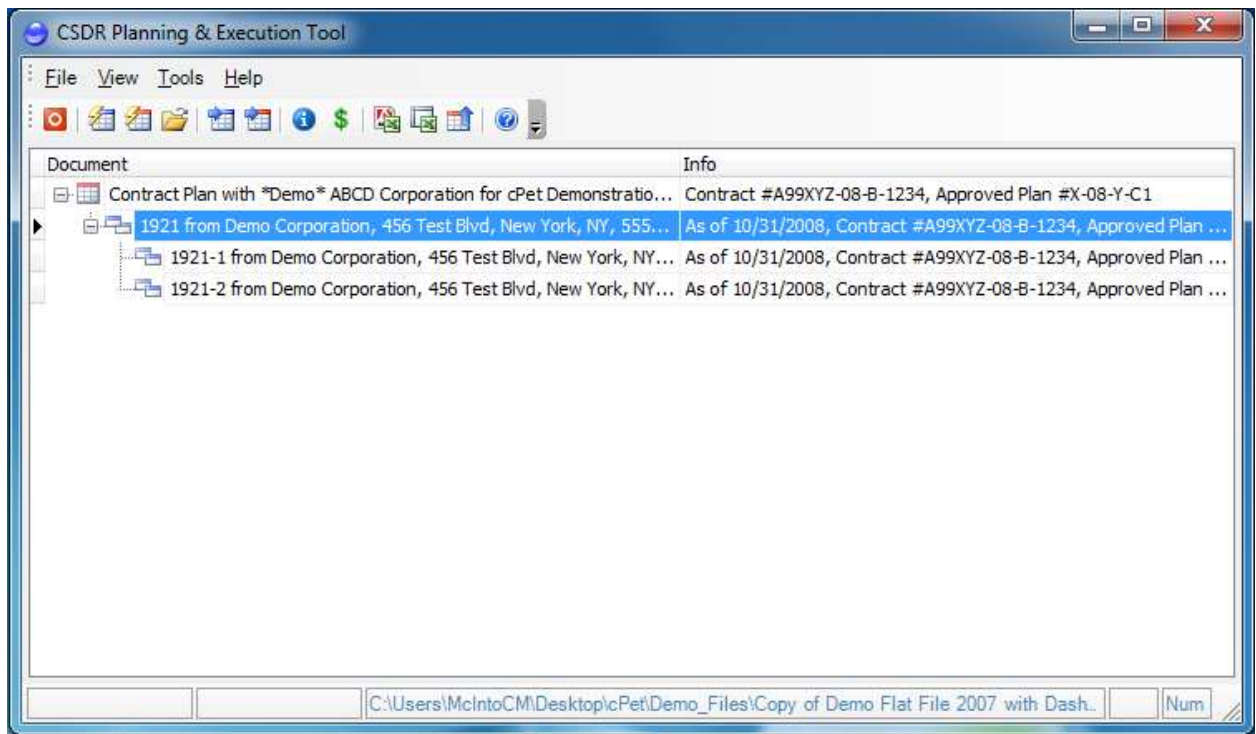
2. The user will then be prompted to select the flat file from their hard drive, and click "Open":



- Once the file is opened in cPet, the Conversion Results window will appear (See Conversion Results for more information):



4. Review the Conversion Results for errors with importing the flat file. Note that the Conversion Results find errors with importing the file, not errors in the data reported within the flat file. Then click the  Close icon to exit.
5. The cost reports will then appear in the main cPet window, indented under the Contract Plan:

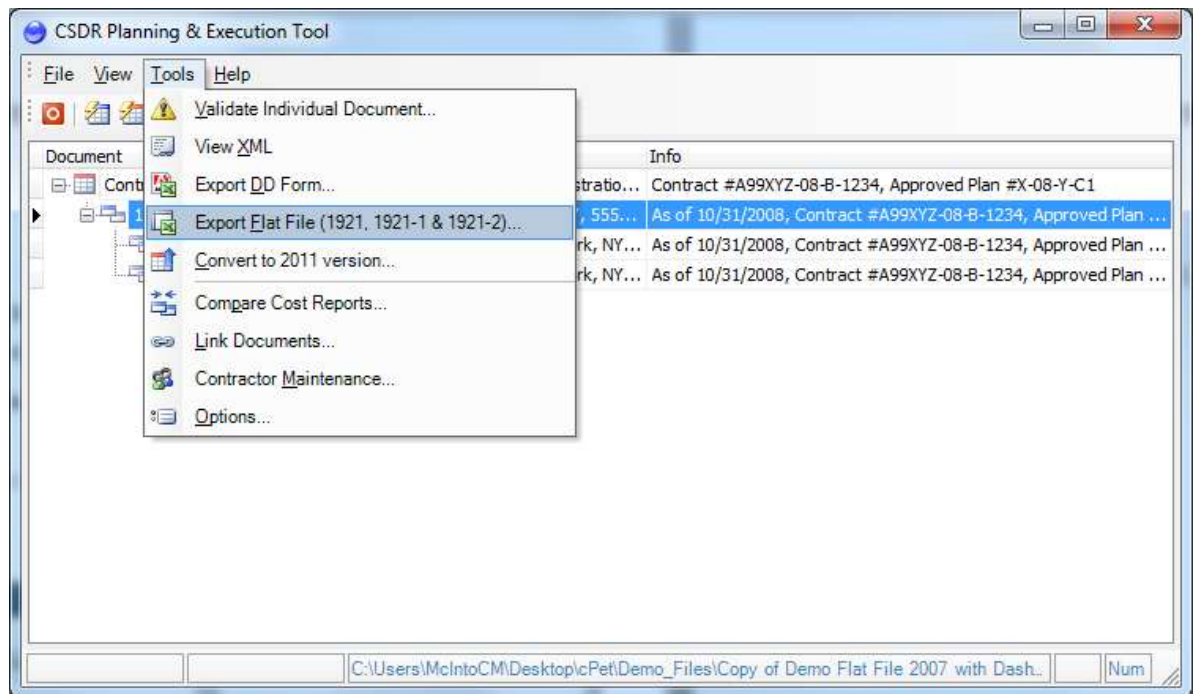


➡ Proceed to [Validating Cost Reports](#)

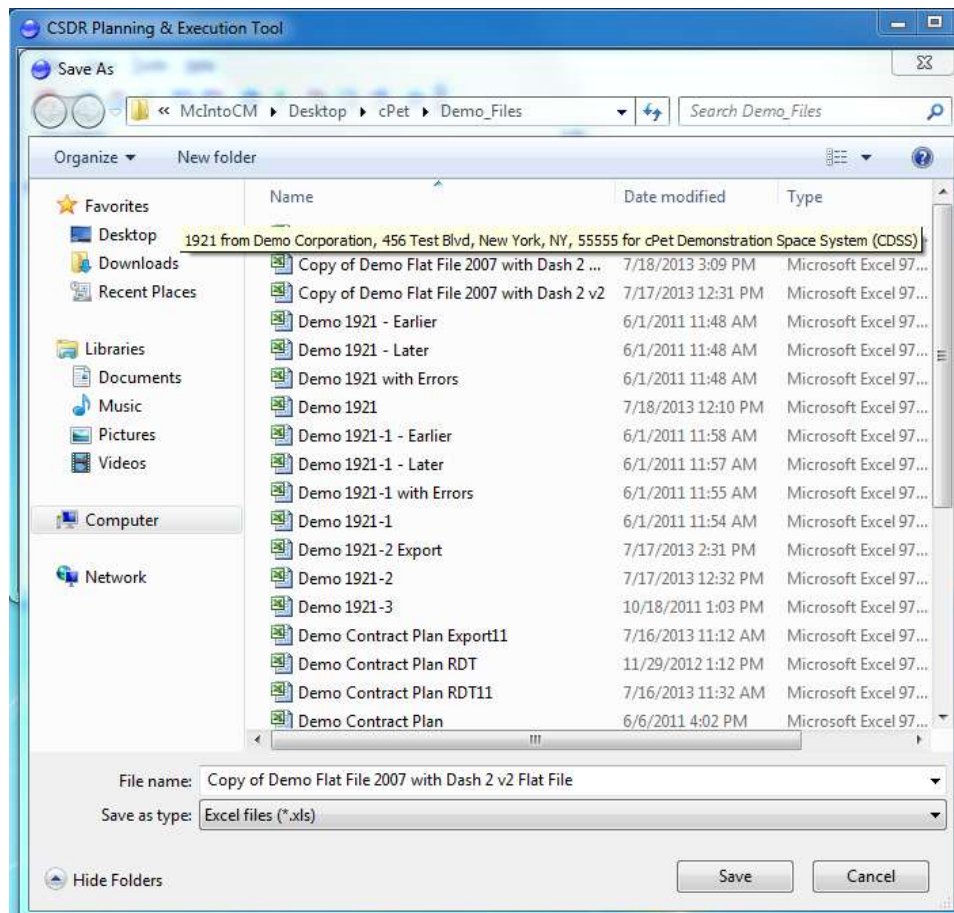
2.3.3.3 Exporting Cost Reports to a Flat File

Cost reports that are created or imported in cPet can be exported to an Excel flat file. This feature is useful for data analysis purposes.

1. With either the 1921, 1921-1, or 1921-2 file highlighted in cPet, navigate to **Tools** → **Export Flat File**:



- Tip: The user can access the export function by right clicking any of the imported cost report files, and selecting “Export Flat Files”.*
 - Tip: Data from the 1921 and the associated 1921-1 and/or 1921-2 will be exported to the flat file assuming that both are open and linked together in cPet. The Export Flat File command will indicate in parentheses whether the 1921, 1921-1 and or the 1921-2 are being exported.*
2. The user will be prompted to save the exported Excel flat file to their hard drive:



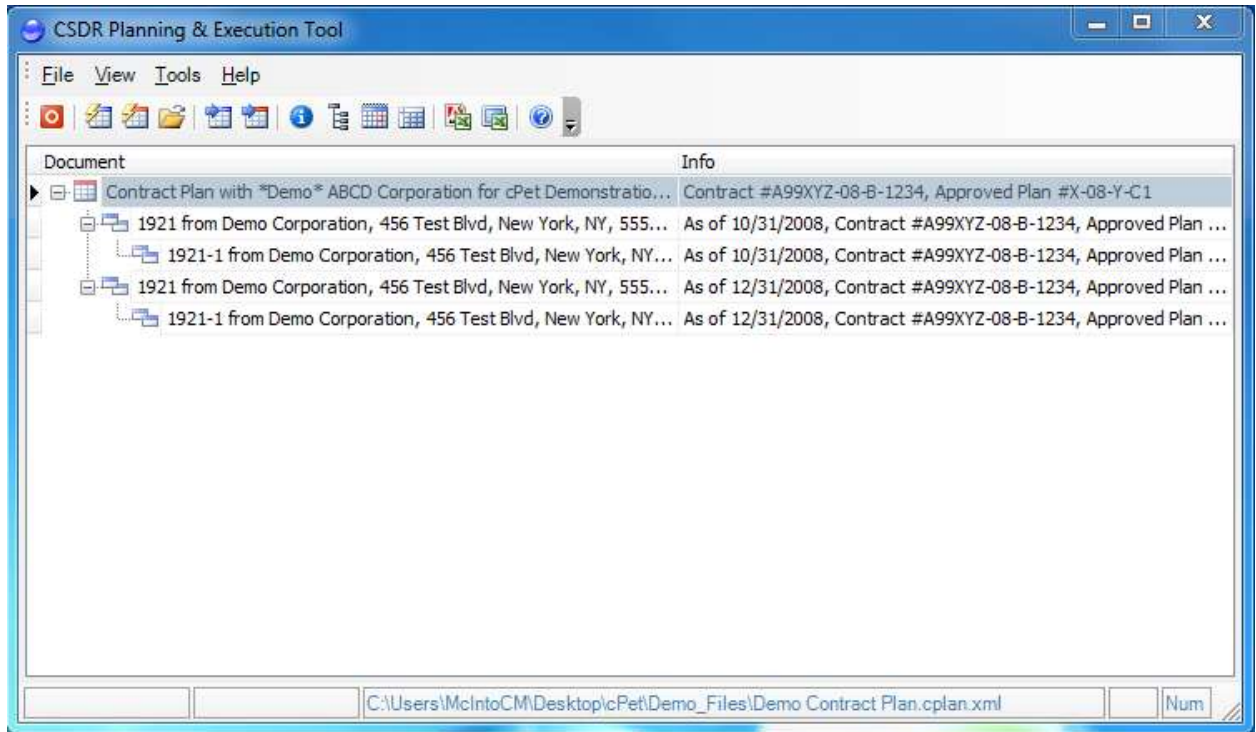
3. The flat file will immediately open in Excel. If you make changes in the Flat File, you can re-import it into cPet through the **File → Import Flat File** command.

2.3.4 Comparing Cost Reports

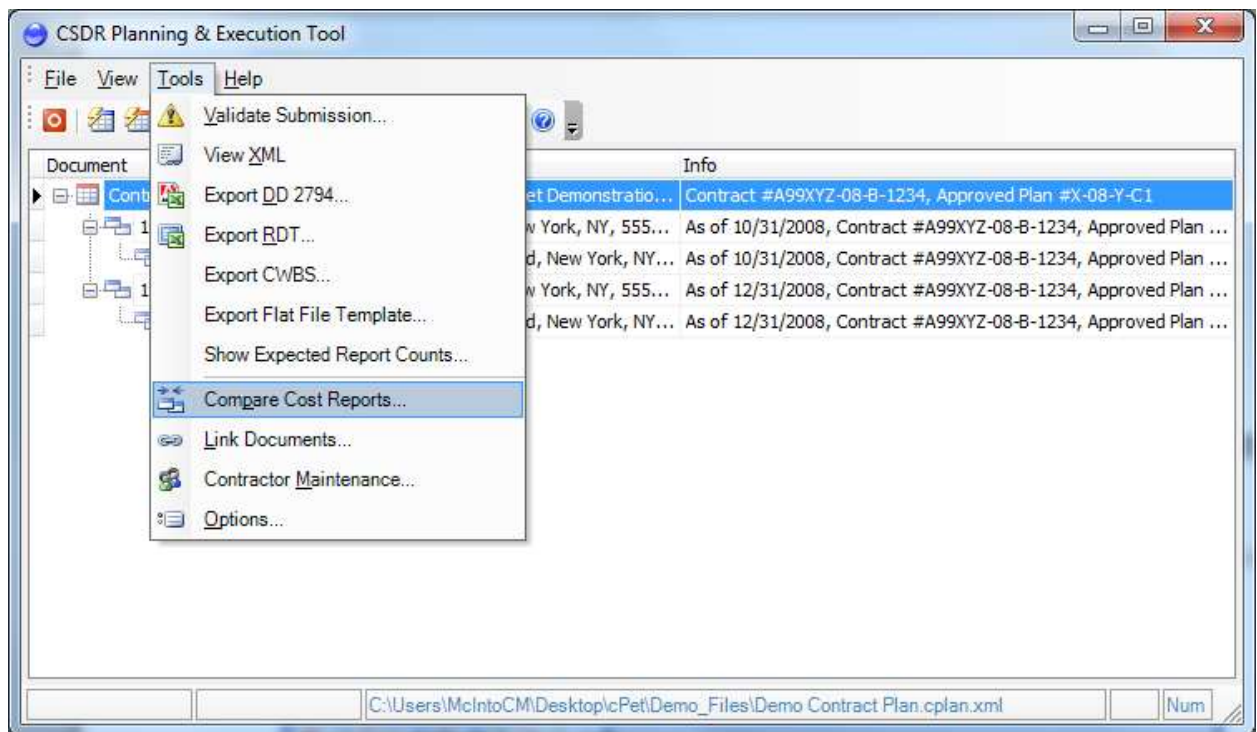
The purpose of the Cost Report Comparison tool is to perform a side-by-side comparison of like cost documents. This is particularly useful when comparing chronologically related reports. The user can view the WBS of each report to visually see discrepancies between the documents.

1. To begin, import a Contract Plan and two sets of 1921 and 1921-1 cost reports into cPet (See Importing Contract Plan and Importing Cost Reports). The reports should have different “As Of” dates. cPet differentiates these reports by referring to them as "Earlier

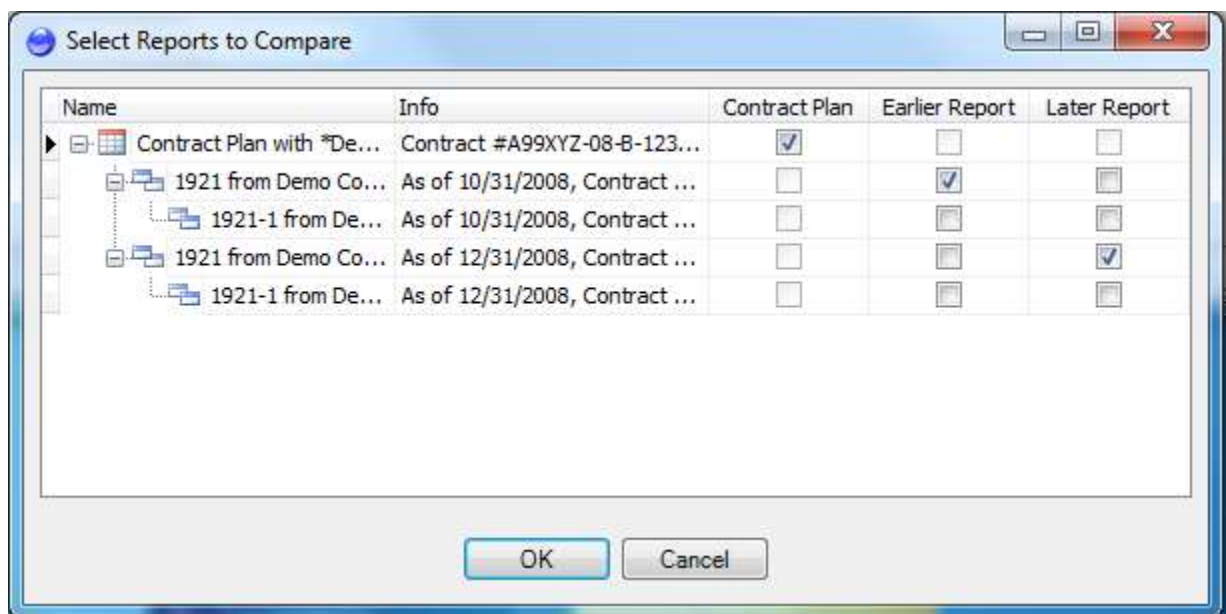
Reports" or "Later Reports." The example below has an Earlier and Later 1921, as well as an Earlier and Later 1921-1:




2. Navigate to **Tools** → **Compare Cost Reports**:

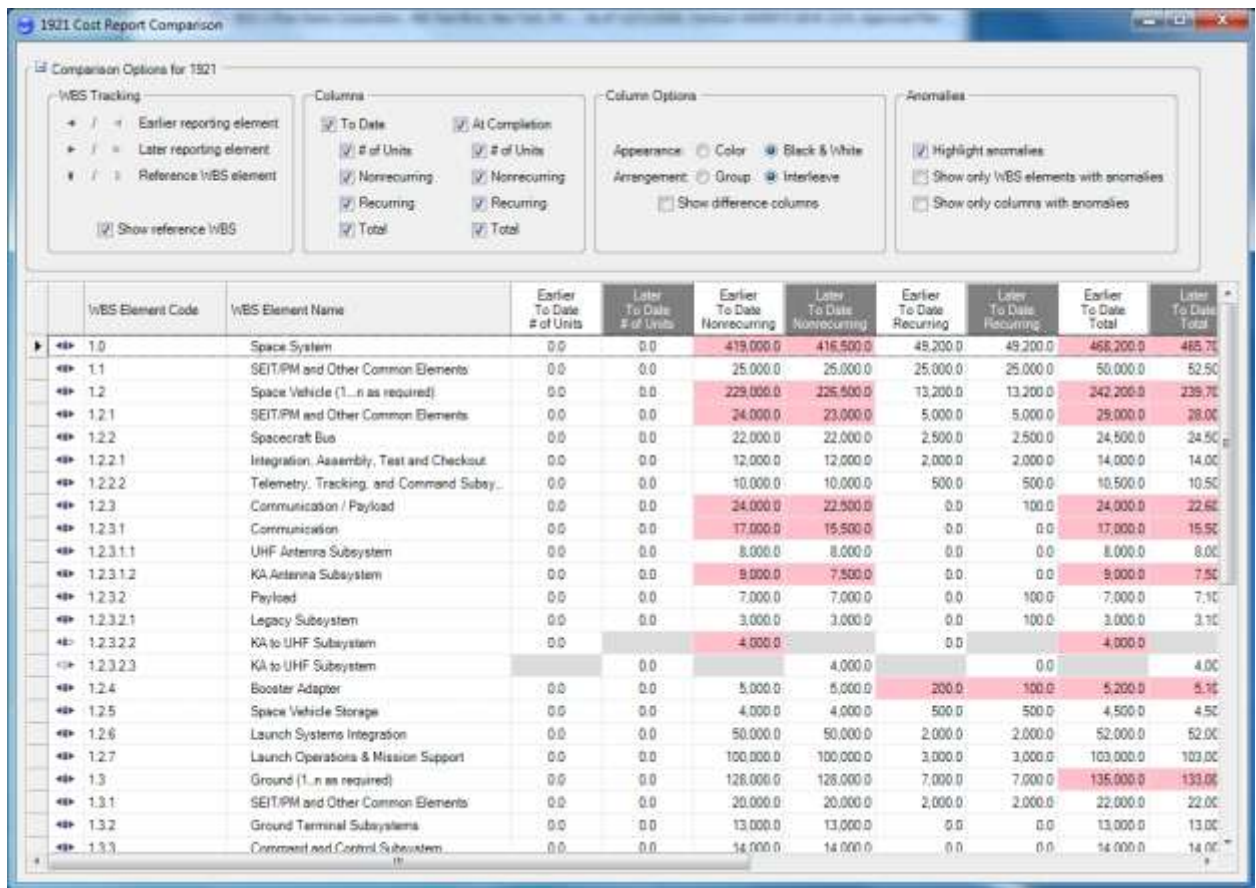


3. The “Select Reports to Compare” window will open, the “Contract Plan”, “Earlier Report”, and “Later Report” will be selected. The user should select either two 1921 reports, or two 1921-1 reports to compare, then select “OK”:



 *Tip: The user can select 1921's of any document version (2003, 2007, or 2011). However, 1921-1's must both be of the 2007 or 2011 version. Any 1921-1's of the 2003 version will have check boxes that are disabled in the “Select Reports to Compare” window.*

- Once the reports have been selected, the “Cost Report Comparison” window will appear:



	WBS Element Code	WBS Element Name	Earlier To Date # of Units	Later To Date # of Units	Earlier To Date Nonrecurring	Later To Date Nonrecurring	Earlier To Date Recurring	Later To Date Recurring	Earlier To Date Total	Later To Date Total
▶	1.0	Space System	0.0	0.0	419,000.0	416,500.0	49,200.0	49,200.0	468,200.0	465,700.0
▶	1.1	SEI/PM and Other Common Elements	0.0	0.0	25,000.0	25,000.0	25,000.0	25,000.0	50,000.0	52,500.0
▶	1.2	Space Vehicle (1...n as required)	0.0	0.0	229,000.0	226,500.0	13,200.0	13,200.0	242,200.0	239,700.0
▶	1.2.1	SEI/PM and Other Common Elements	0.0	0.0	24,000.0	23,000.0	5,000.0	5,000.0	29,000.0	28,000.0
▶	1.2.2	Spacecraft Bus	0.0	0.0	22,000.0	22,000.0	2,500.0	2,500.0	24,500.0	24,500.0
▶	1.2.2.1	Integration, Assembly, Test and Checkout	0.0	0.0	12,000.0	12,000.0	2,000.0	2,000.0	14,000.0	14,000.0
▶	1.2.2.2	Telemetry, Tracking, and Command Subsystem	0.0	0.0	10,000.0	10,000.0	500.0	500.0	10,500.0	10,500.0
▶	1.2.3	Communication / Payload	0.0	0.0	24,000.0	22,500.0	0.0	100.0	24,000.0	22,600.0
▶	1.2.3.1	Communication	0.0	0.0	17,000.0	15,500.0	0.0	0.0	17,000.0	15,500.0
▶	1.2.3.1.1	UHF Antenna Subsystem	0.0	0.0	8,000.0	8,000.0	0.0	0.0	8,000.0	8,000.0
▶	1.2.3.1.2	KA Antenna Subsystem	0.0	0.0	9,000.0	7,500.0	0.0	0.0	9,000.0	7,500.0
▶	1.2.3.2	Payload	0.0	0.0	7,000.0	7,000.0	0.0	100.0	7,000.0	7,100.0
▶	1.2.3.2.1	Legacy Subsystem	0.0	0.0	3,000.0	3,000.0	0.0	100.0	3,000.0	3,100.0
▶	1.2.3.2.2	KA to UHF Subsystem	0.0	0.0	4,000.0	4,000.0	0.0	0.0	4,000.0	4,000.0
▶	1.2.3.2.3	KA to UHF Subsystem	0.0	0.0	4,000.0	4,000.0	0.0	0.0	4,000.0	4,000.0
▶	1.2.4	Booster Adapter	0.0	0.0	5,000.0	5,000.0	200.0	100.0	5,200.0	5,100.0
▶	1.2.5	Space Vehicle Storage	0.0	0.0	4,000.0	4,000.0	500.0	500.0	4,500.0	4,500.0
▶	1.2.6	Launch Systems Integration	0.0	0.0	50,000.0	50,000.0	2,000.0	2,000.0	52,000.0	52,000.0
▶	1.2.7	Launch Operations & Mission Support	0.0	0.0	100,000.0	100,000.0	3,000.0	3,000.0	103,000.0	103,000.0
▶	1.3	Ground (1...n as required)	0.0	0.0	128,000.0	128,000.0	7,000.0	7,000.0	135,000.0	133,000.0
▶	1.3.1	SEI/PM and Other Common Elements	0.0	0.0	20,000.0	20,000.0	2,000.0	2,000.0	22,000.0	22,000.0
▶	1.3.2	Ground Terminal Subsystems	0.0	0.0	13,000.0	13,000.0	0.0	0.0	13,000.0	13,000.0
▶	1.3.3	Command and Control Subsystem	0.0	0.0	14,000.0	14,000.0	0.0	0.0	14,000.0	14,000.0

- Within the “Cost Report Comparison” window, the user will see the two selected reports compared against the selected Contract Plan, and each other. The user has different Comparison Options for each report at the top of the screen to create a customized comparison of the forms:

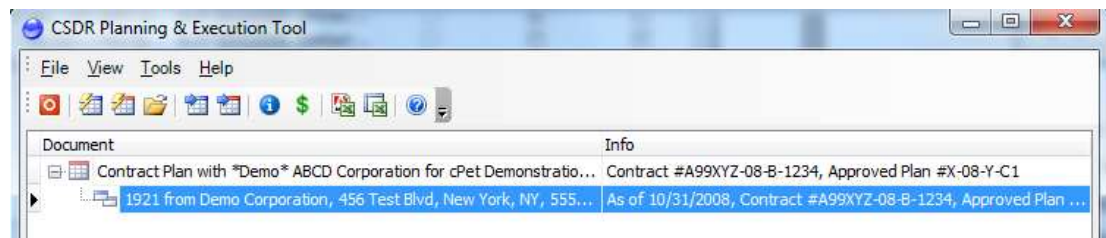


2.3.5 Validating Cost Reports

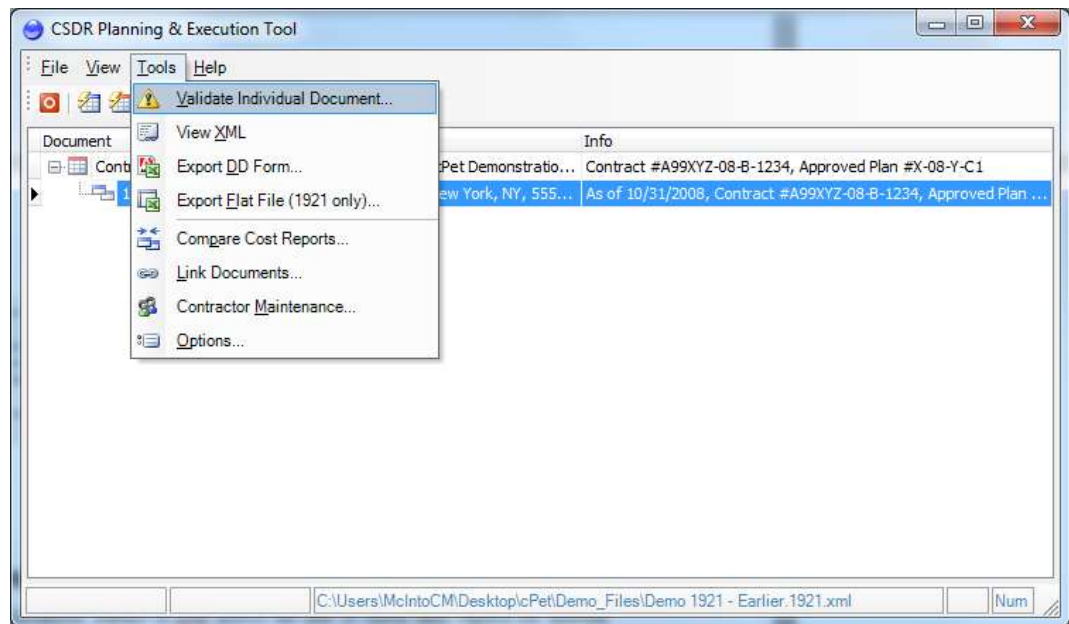
The Cost Report Validation feature of cPet allows the user to check their reports for internal errors within each type of cost report, under three main categories. First, the validation of the cost reports in cPet compares each report to the Contract Plan for consistency in the WBS and required forms. Second, cPet validates the reports for internal math errors. Finally, cPet compares the reports to each other for reporting consistency. However, for the individual validation errors for each type of report, see the section labeled, [Validation Errors](#).


1. Validating a 1921 Report:

- a. In order to validate a single 1921 cost report, a valid Contract Plan and DD 1921 Form must be imported into cPet (See [Import Contract Plan](#) and [Import DD 1921 Form](#)):

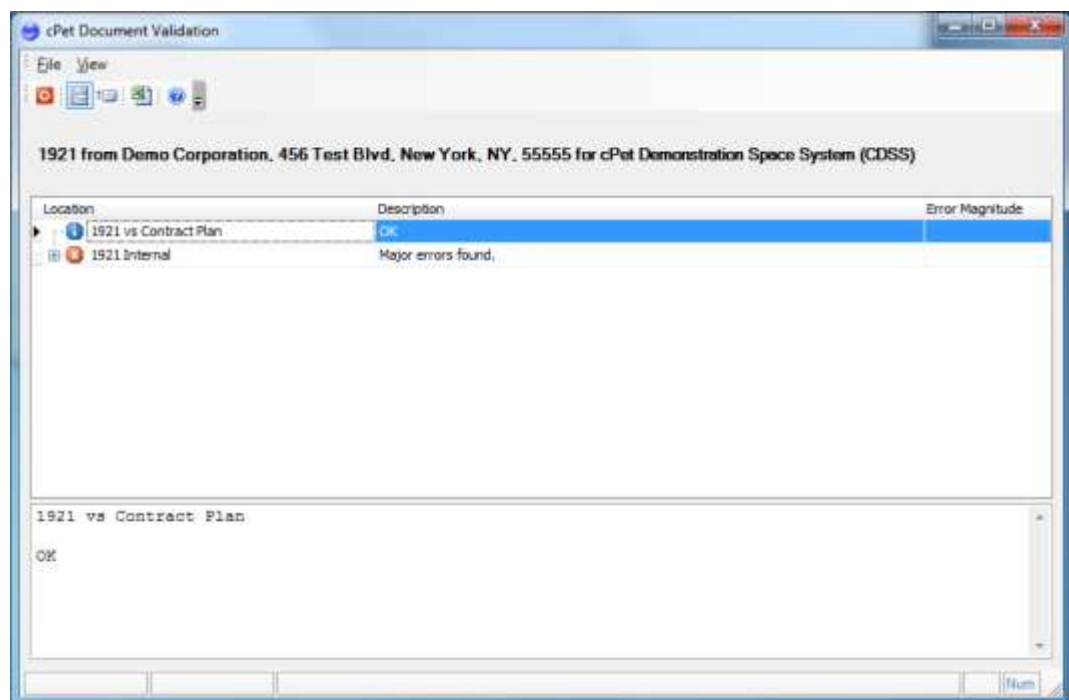


- b. Navigate to **Tools → Validate Individual Document:**



 *Tip: The Validation feature can also be accessed by right clicking on the 1921 form and selecting “Validate”.*

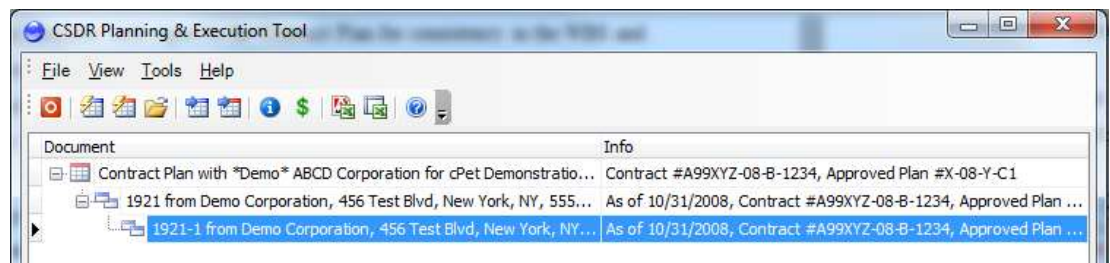
- c. The “cPet Document Validation” window will appear and display the errors associated with the 1921 form vs. the Contract Plan, and 1921 Internal errors:



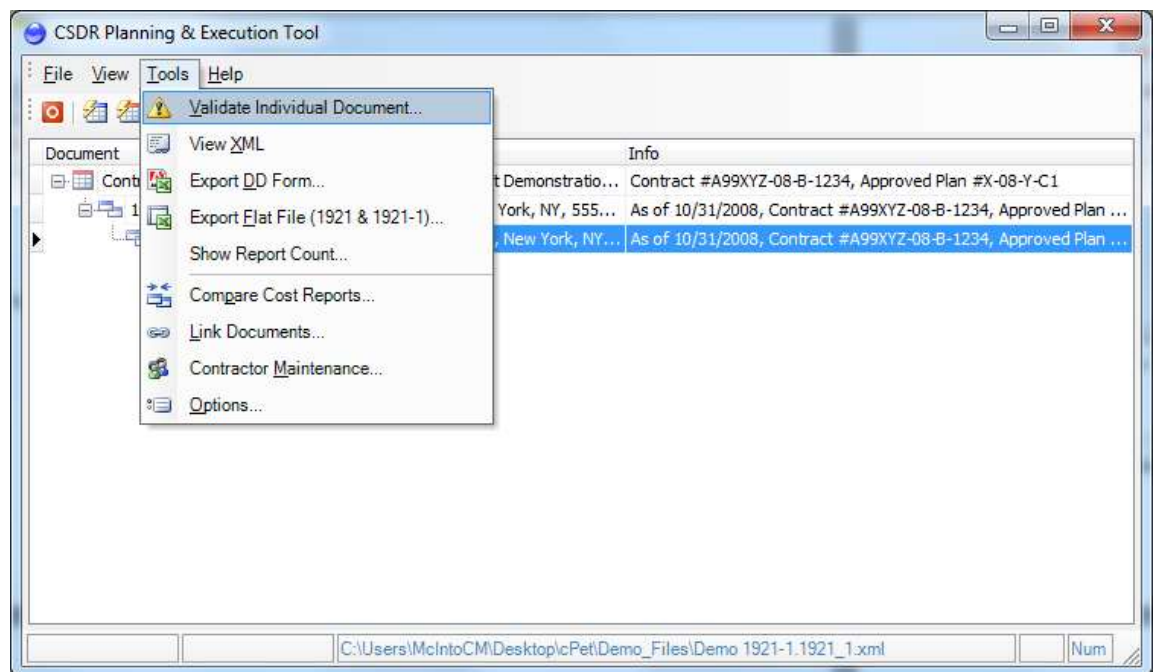
- d. See [1921 Validation Errors](#) for a list of potential errors within the DD 1921 Form, as well as a description of each.


2. Validating a 1921-1 Report:

- a. In order to validate 1921-1 cost reports, a valid Contract Plan, DD 1921 Form, and DD 1921-1 Form files must be imported into cPet (See [Import Contract Plan](#), [Import DD 1921 Form](#), and [Import DD 1921-1 Form](#)):

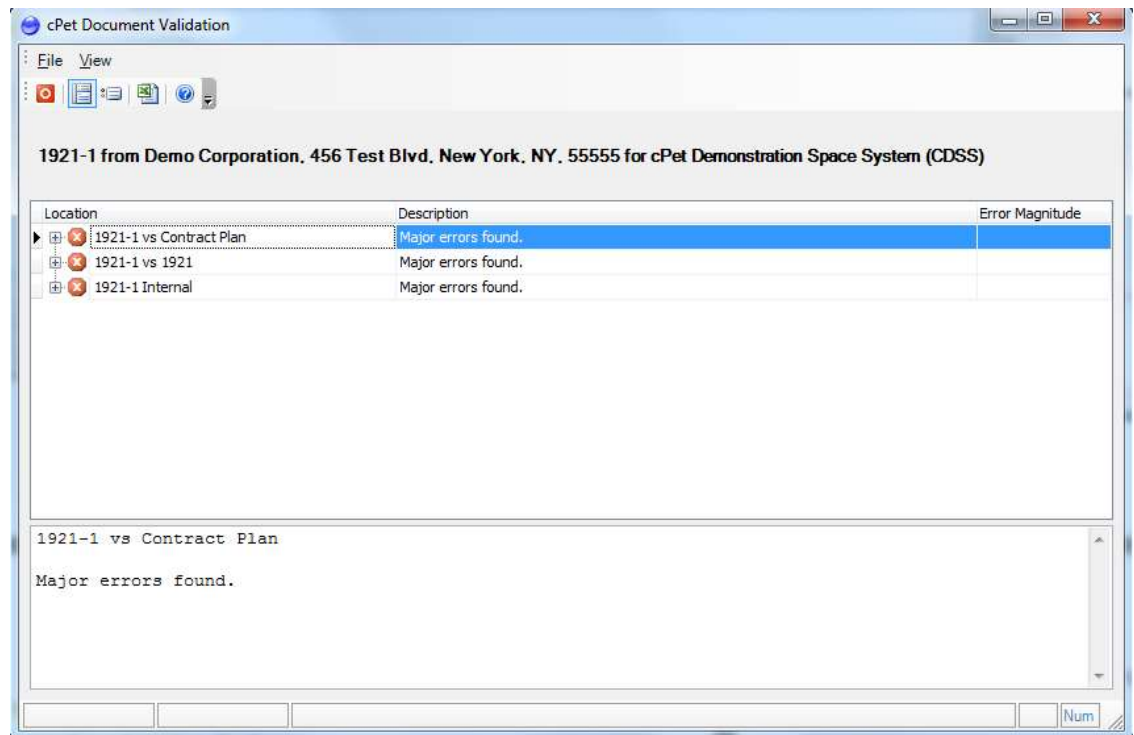


- b. Navigate to **Tools → Validate Individual Document:**



 *Tip: The Validation feature can also be accessed by right clicking on the 1921-1 form and selecting “Validate”.*

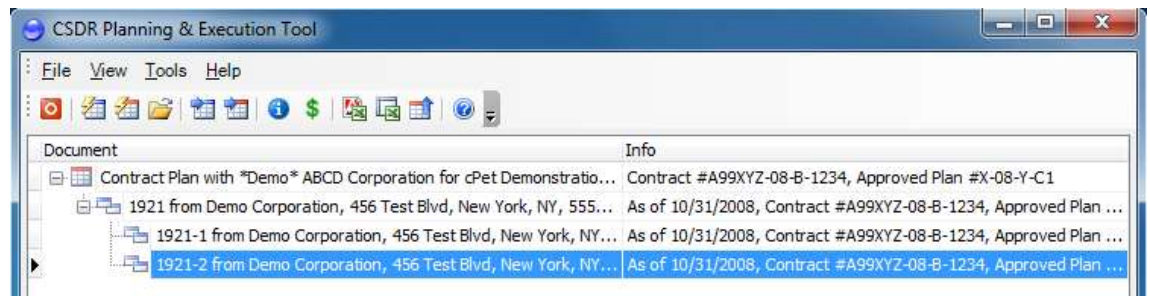
- c. The “cPet Document Validation” window will appear and display the errors associated with the 1921-1 forms vs. the Contract Plan, 1921-1 vs. 1921, and 1921-1 Internal errors:



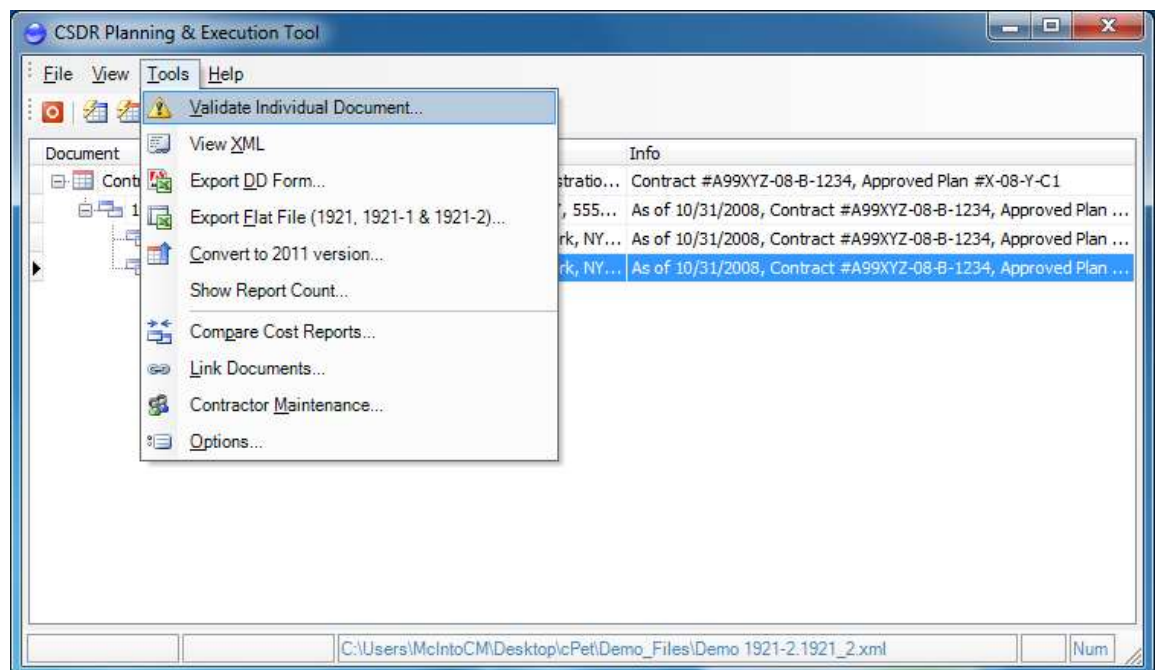
- d. See [1921-1 Validation Rules](#) for a list of potential errors within the DD 1921-1 Forms, as well as a description of each.


3. Validating a 1921-2 Report:

- a. In order to validate 1921-2 cost report, a valid Contract Plan, DD 1921 Form, DD 1921-1 Form, and DD 1921-2 Form files must be imported into cPet (See [Import Contract Plan](#), [Import DD 1921 Form](#), [Import DD 1921-1 Form](#), and [Import 1921-2 Form](#)):

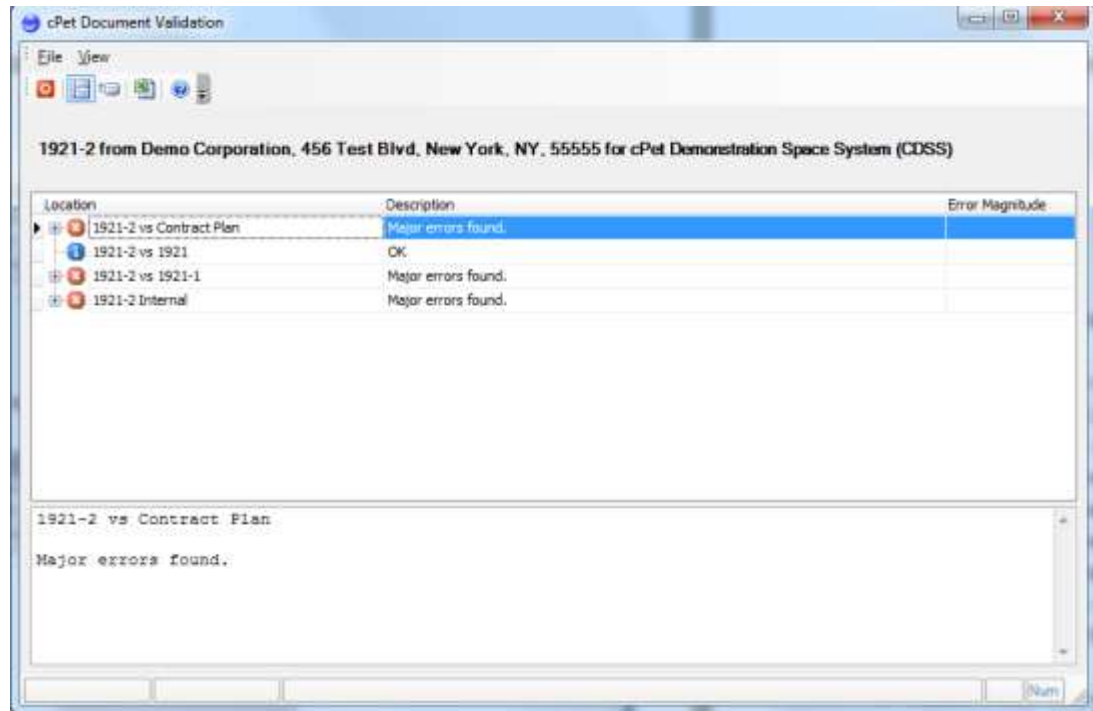


b. Navigate to **Tools** → **Validate Individual Document**:

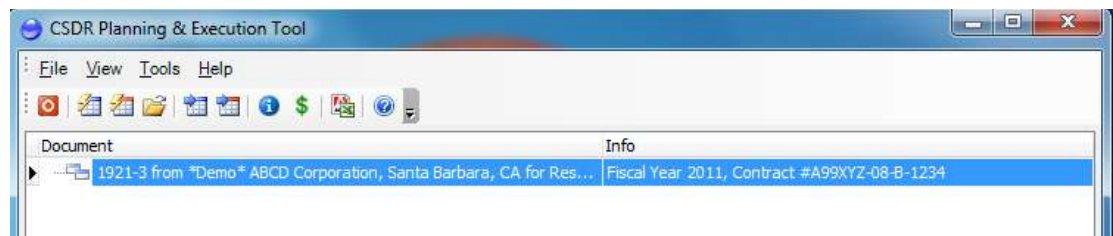


 *Tip: The Validation feature can also be accessed by right clicking on the 1921-2 form and selecting “Validate”.*

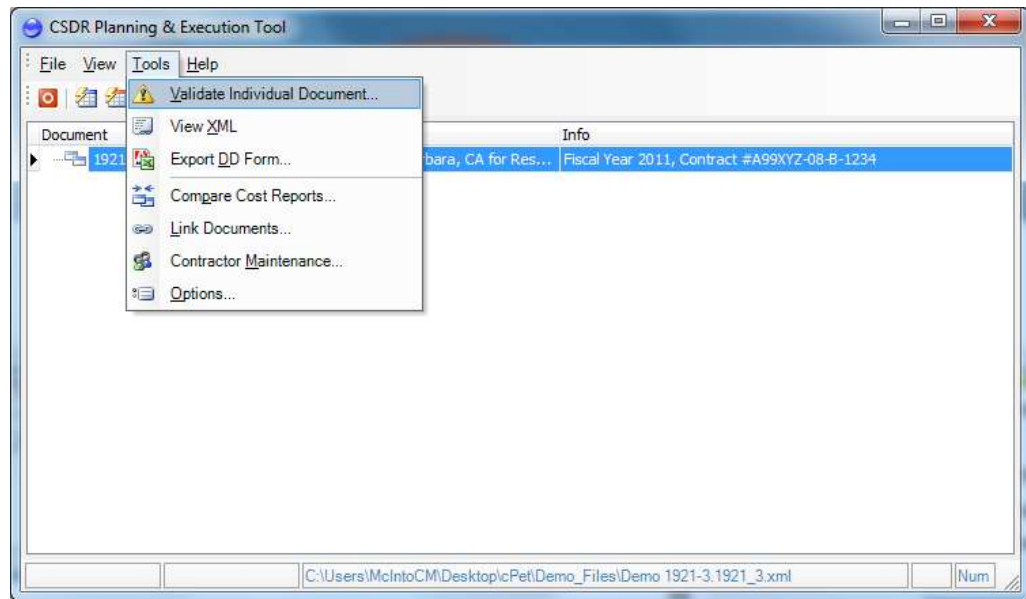
c. The “cPet Document Validation” window will appear and display the errors associated with the 1921-2 forms vs. the Contract Plan, 1921-2 vs. 1921, 1921-2 vs. 1921-1, and 1921-2 Internal errors:




- d. See [1921-2 Validation Rules](#) for a list of potential errors within the DD 1921-2 Forms, as well as a description of each.
4. **Validating a 1921-3 Report:**
 - a. In order to validate a 1921-3 report, a valid DD 1921-3 Form should be imported into cPet (See [Import DD 1921-3 Form](#)):

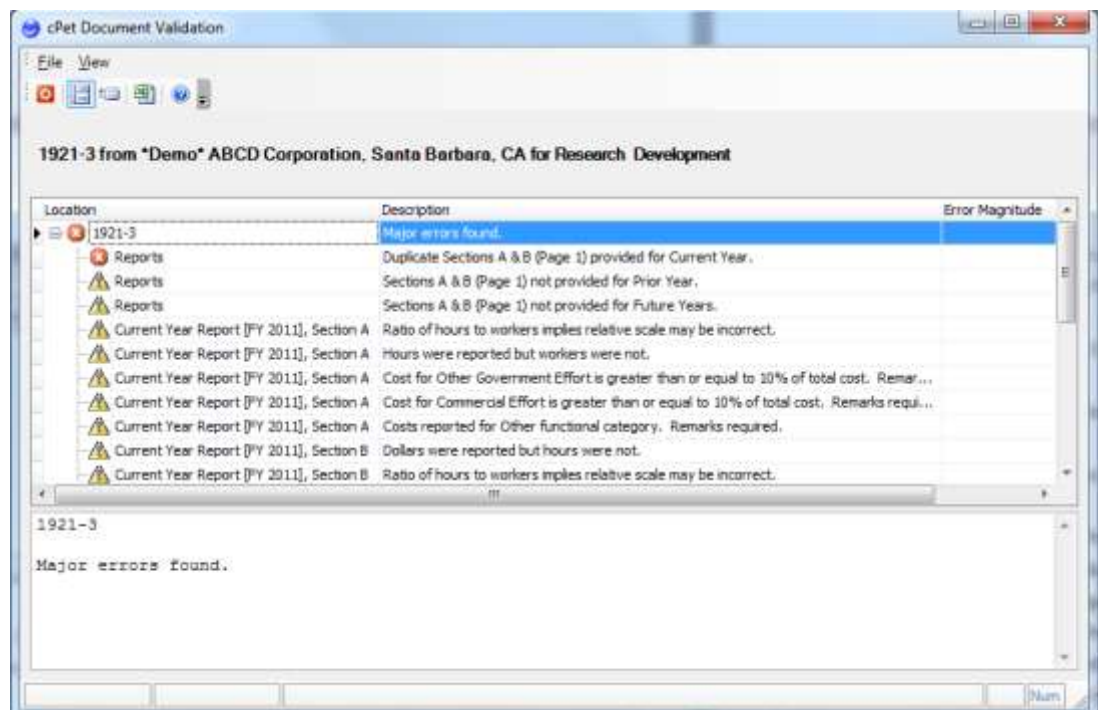


- b. Navigate to **Tools → Validate Individual Document:**

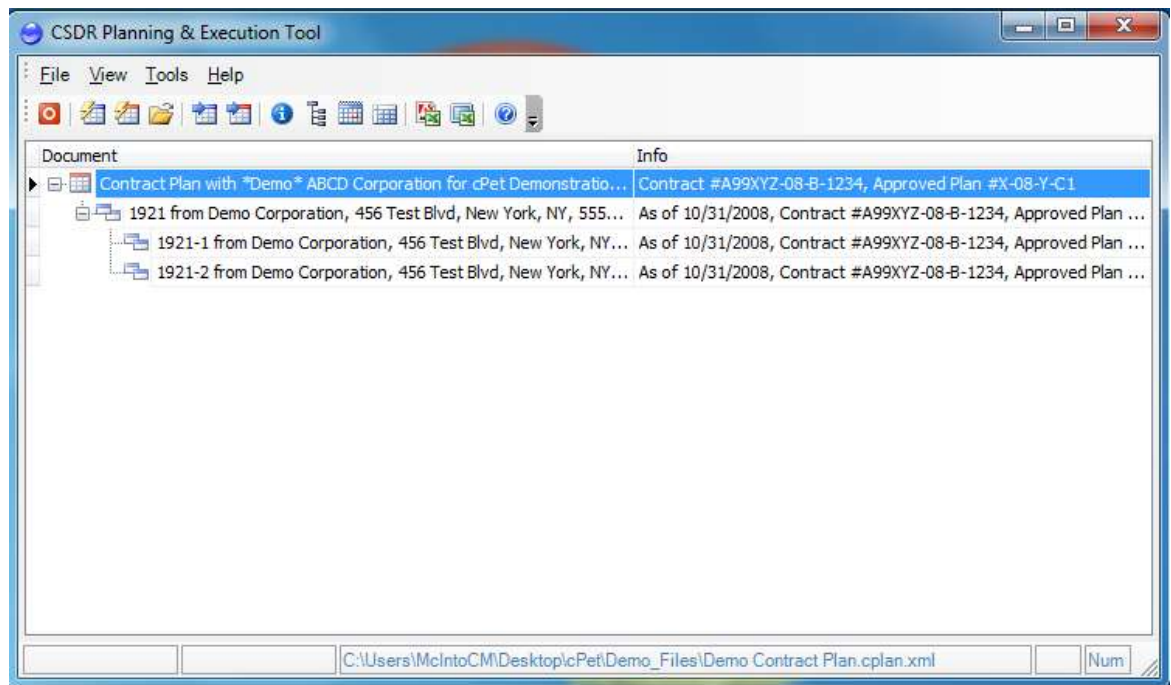


 *Tip: The Validation feature can also be accessed by right clicking on the 1921-3 form and selecting “Validate”.*

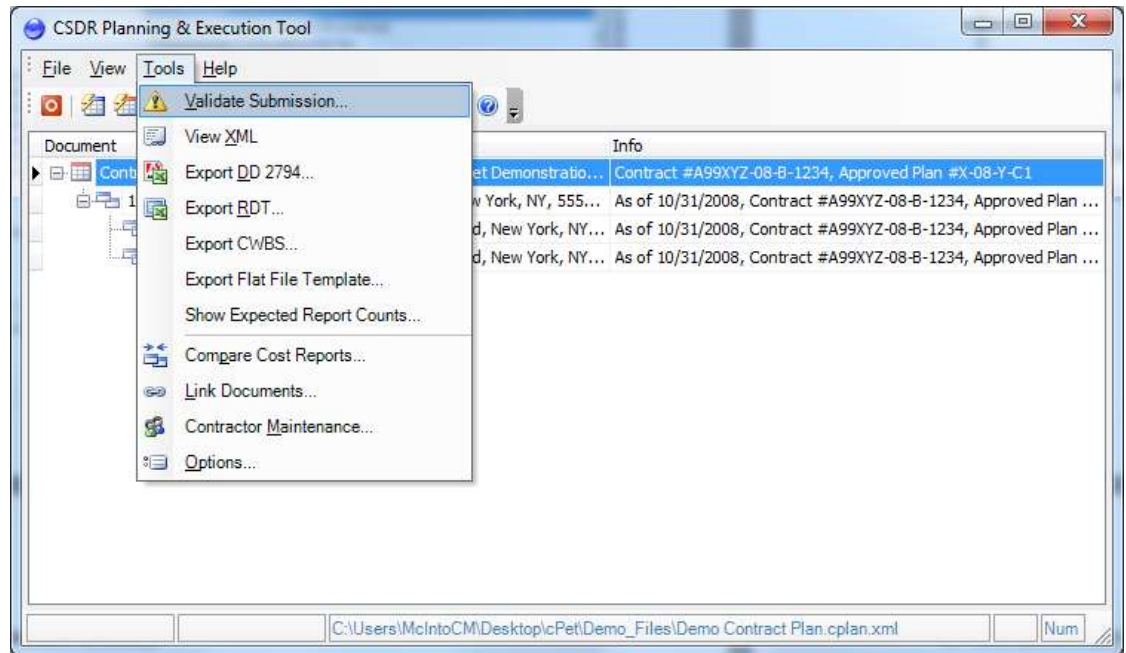
- c. The “cPet Document Validation” window will appear and display the internal errors within the 1921-3 form:






- d. See [1921-3 Validation Rules](#) for a list of potential errors within the DD 1921-3 Forms, as well as a description of each.
5. **Validating a Submission:** The cPet Validation feature allows the user to validate their cost reports against the appropriate Submission Event from the Contract Plan.
- a. In order to validate a set of 1921, 1921-1 and 1921-2 cost reports against a submission event on the Contract Plan, valid Contract Plan, DD 1921 Form, DD 1921-1 Forms, and DD 1921-2 Forms should be imported into cPet (See [Import Contract Plan](#), [Import DD 1921 Form](#), [Import DD 1921-1 Form](#), and [Import 1921-2 Form](#)):

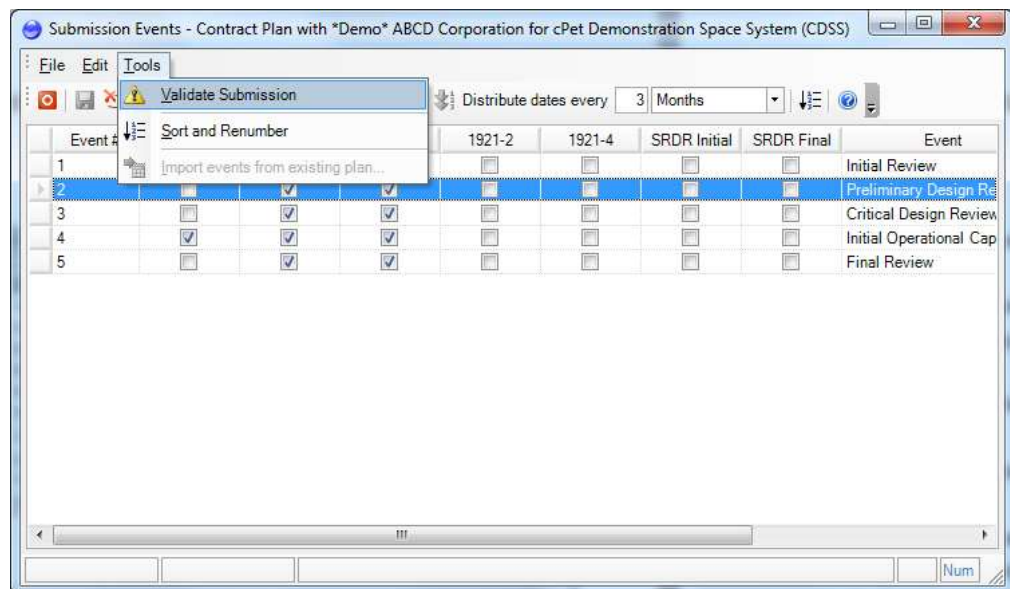


- b. With the Contract Plan highlighted in the main window, navigate to **Tools** → **Validate Submission:**

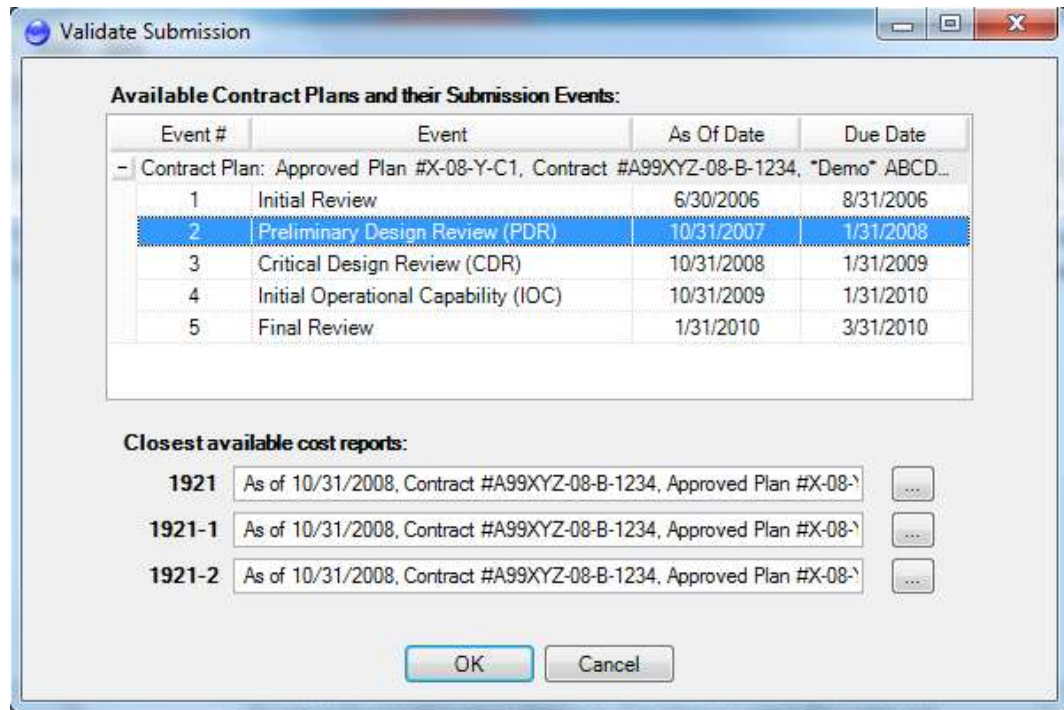


 *Tip: The Validation feature can be accessed by right clicking on the Contract Plan and selecting “Validate Submission”.*

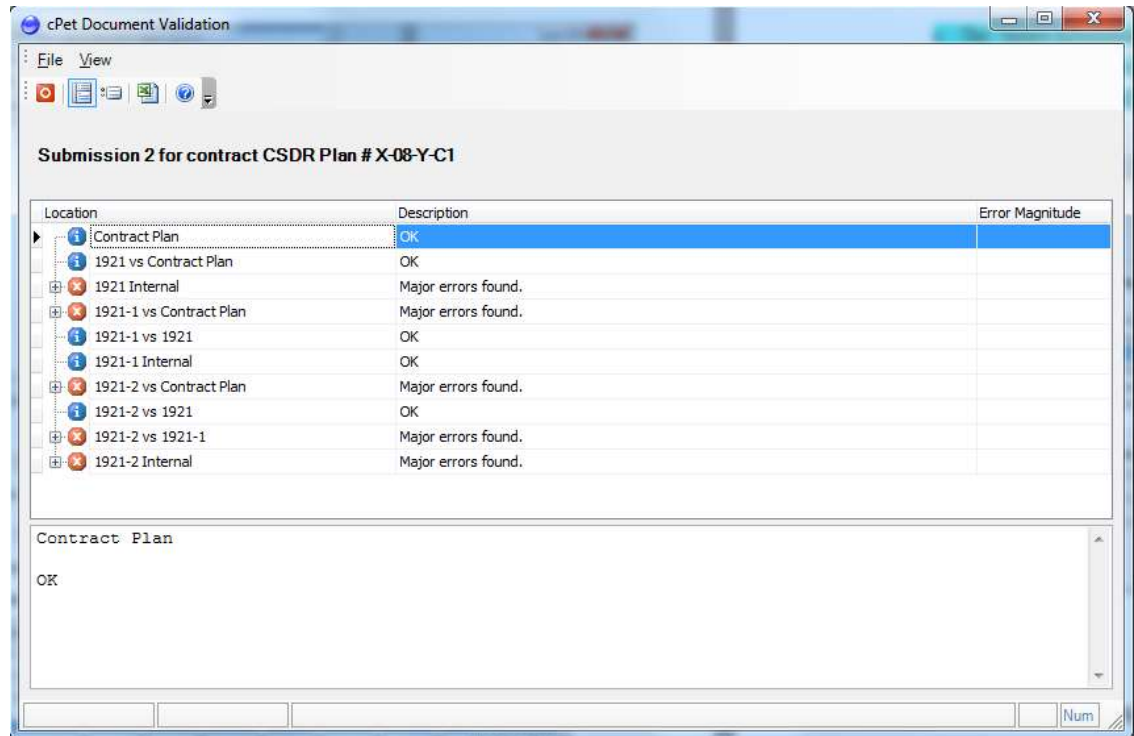
 *Tip: The submission can be validated through the  Submission Events icon in the toolbar of the main cPet screen. The user will select the appropriate submission event, and navigate to **Tools → Validate Submission**:*



- c. The “Select Submission Event” window will appear, and the user will be prompted to select the appropriate submission event to validate the cost reports against, and click “OK”:



- d. The “cPet Document Validation” window will appear and display the errors related to each report within the submission event:



2.3.6 Validation Errors

The following tables contain a list of Validation Errors that cPet will produce for each form validated. The tables are organized by each requirement. To see a detailed description of each error, click on the heading links:

- ➡ [Contract Plan](#)
- ➡ [1921 vs. Contract Plan](#)
- ➡ [1921 Internal](#)
- ➡ [1921-1 vs. Contract Plan](#)
- ➡ [1921-1 vs. 1921](#)
- ➡ [1921-1 Internal](#)
- ➡ [1921-2 vs. Contract Plan](#)
- ➡ [1921-2 vs. 1921](#)

➡ [1921-2 vs. 1921-1](#)

➡ [1921-2 Internal](#)

➡ [1921-3 Internal](#)

2.3.6.1 [Contract Plan](#)

Description	Error Magnitude	Form Version
1. Blank WBS Element Code found for WBS element(s) from Contract Plan.	Error	All
2. Repeated WBS Element Code found for WBS elements from Contract Plan.	Error	All

2.3.6.2 [1921 vs. Contract Plan](#)

Description	Error Magnitude	Form Version
1. Metadata on 1921 does not match metadata on Contract Plan.	Warning	All
2. Blank WBS Element Code found for reporting element(s) from 1921.	Error	All
3. Redundant data provided for reporting element from 1921.	Error	All
4. Reporting element from 1921 not found on Contract Plan.	Warning	All
5. Required reporting element omitted	Error	All

from 1921.		
6. Required reporting element from 1921 reports zero cost for Total At Completion.	Warning	All
7. Non-required reporting element from 1921 reports non-zero costs.	Warning	All
8. WBS Element Name on 1921 does not match WBS Element Name on Contract Plan.	Warning	All

2.3.6.3 [1921 Internal](#)

Description	Error Magnitude	Form Version
1. Reported figure is negative.	Warning	All
2. To Date figure is greater than At Completion figure.	Warning	All
3. Nonrecurring/Recurring/Total figures do not sum correctly.	Error	All
4. Child elements do not sum to parent element correctly.	Error	All
5. Subtotal does not match root WBS element.	Error	All
6. Summary elements do not sum correctly.	Error	All
7. Reporting Contractor G&A reports zero cost at completion.	Error	All

8. Reporting Contractor FCCM reports zero cost at completion.	Error	All
9. Reporting Contractor Profit/Loss or Fee reports zero cost at completion.	Error	All
10. Could not interpret contract price.	Warning	All
11. Could not interpret contract ceiling.	Warning	All
12. Total price at completion is greater than contract price. Remarks required.	Warning	All
13. Total price at completion is less than contract price. Remarks required.	Warning	All
14. Report marked Final, but total cost to date is less than 95% of total cost at completion.	Error	2007
15. Report marked Final, but total cost to date differs from total cost at completion by more than \$25 million.	Error	2007
16. Report marked Final, but total price to date is less than 95% of total price at completion.	Error	2011

17. Report marked Final, but Reporting Contractor Undistributed Budget does not report zero cost at completion.	Error	2007/2011
18. Report marked Final, but Reporting Contractor Management Reserve does not report zero cost at completion.	Error	2007/2011
19. Systems Engineering/Program Management reports zero cost at completion.	Error	All

2.3.6.4 [1921-1 vs. Contract Plan](#)

Description	Error Magnitude	Version
1. Metadata on 1921-1 does not match metadata on Contract Plan.	Warning	All
2. Blank WBS Element Code found for reporting element(s) from 1921-1.	Error	All
3. Redundant data provided for reporting element from 1921-1.	Error	All
4. Reporting element from 1921-1 not found on Contract Plan.	Warning	All
5. Required reporting element omitted from 1921-1 submission.	Error	All

6. WBS Element Name on 1921-1 does not match WBS Element Name on Contract Plan.	Warning	All
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2.3.6.5 [1921-1 vs. 1921](#)

Description	Error Magnitude	Version
1. Metadata on 1921-1 does not match metadata on 1921.	Warning	All
2. Reporting element from 1921-1 not found on 1921.	Warning	All
3. Corresponding quantities on 1921-1 and 1921 do not match.	Error	All
4. Corresponding costs on 1921-1 and 1921 do not match.	Error	All

2.3.6.6 [1921-1 Internal](#)

Description	Error Magnitude	Version
1. Reported figure is negative.	Warning	All
2. To Date figure is greater than At Completion figure.	Warning	All
3. Contractor/Subcontractor/Total figures do not sum correctly.	Error	2003
4. Nonrecurring/Recurring/Total figures do not sum correctly.	Error	2007/2011

5. Group within data column does not sum correctly.	Error	All
6. Data column does not sum correctly.	Error	All
7. Data reported for Direct Labor Hours but not for Direct Labor Dollars.	Warning	All
8. Data reported for Direct Labor Dollars but not for Direct Labor Hours.	Warning	All
9. Data reported for Direct Labor but not for Overhead.	Warning	All
10. Data reported for Overhead but not for Direct Labor.	Warning	All
11. Data reported for Total Direct-Reporting Subcontractor. Remarks required.	Warning	2007/2011
12. Other Costs Not Shown Elsewhere are greater than or equal to 15% of total cost. Remarks required.	Warning	2003/2007
13. Other Costs Not Shown Elsewhere are greater than or equal to 10% of total cost. Remarks required.	Warning	2011
14. Nonrecurring/Recurring/Total quantities do not match.	Warning	2003

2.3.6.7 [1921-2 vs. Contract Plan](#)

Description	Error Magnitude	Version
1. Metadata on 1921-2 does not match metadata on Contract Plan.	Warning	All

2. Blank WBS Element Code found for reporting element(s) from 1921-2.	Error	All
3. Redundant data provided for reporting element from 1921-2.	Error	All
4. Reporting element from 1921-2 not found on Contract Plan.	Warning	All
5. Required reporting element omitted from 1921-2 submission.	Error	All
6. WBS Element Name on 1921-2 does not match WBS Element Name on Contract Plan.	Warning	All

2.3.6.8 [1921-2 vs. 1921](#)

Description	Error Magnitude	Version
1. Metadata on 1921-2 does not match metadata on 1921.	Warning	All
2. Reporting element from 1921-2 not found on 1921.	Warning	All

2.3.6.9 [1921-2 vs. 1921-1](#)

Description	Error Magnitude	Version
1. Metadata on 1921-2 does not match metadata on 1921-1.	Warning	2007/2011
2. Corresponding costs on 1921-1 and 1921-2 do not match.	Error	2007/2011

2.3.6.10 [1921-2 Internal](#)

Description	Error Magnitude	Version
1. Reported figure is negative.	Warning	All
2. Data row does not sum correctly.	Error	All
3. Group within data column does not sum correctly.	Error	All
4. Data column does not sum correctly.	Error	All
5. Data reported for Direct Labor Hours but not for Direct Labor Dollars.	Warning	All
6. Data reported for Direct Labor Dollars but not for Direct Labor Hours.	Warning	All
7. Data reported for Total Direct-Reporting Subcontractor. Remarks required.	Warning	All
8. Other Costs Not Shown Elsewhere are greater than or equal to 15% of total cost. Remarks required.	Warning	2007
9. Other Costs Not Shown Elsewhere are greater than or equal to 10% of total cost. Remarks required.	Warning	2011

2.3.6.11 [1921-3 Internal](#)

Description	Error Magnitude	Version
1. Data Period and/or Fiscal Year not	Error	All

provided for report.		
2. Sections A & B (Page 1) not provided for Current Year.	Error	All
3. Duplicate Sections A & B (Page 1) provided for Current Year.	Error	All
4. Sections A & B (Page 1) not provided for Prior Year.	Warning	All
5. Sections A & B (Page 1) provided for multiple Prior Years.	Warning	All
6. Sections A & B (Page 1) not provided for Future Years.	Warning	All
7. Sections A & B (Page 1) provided for fewer than three Future Years.	Warning	All
8. Sections C-F (Page 2) not provided.	Error	All
9. Duplicate Sections C-F (Page 2) provided.	Error	All
10. Duplicate Sections A & B (Page 1) provided for Fiscal Year.	Error	All
11. Dollars were reported but hours were not.	Warning	All
12. Hours were reported but dollars were not.	Warning	All
13. Ratio of dollars to hours implies relative scale may be incorrect.	Warning	All
14. Hours were reported but workers were not.	Warning	All
15. Workers were reported but hours were not.	Warning	All
16. Hours per worker exceeds 2500 hours per year. Remarks required.	Warning	All

17. Ratio of hours to workers implies relative scale may be incorrect.	Warning	All
18. A/F column indicates anticipated business (A) for past or current year.	Warning	All
19. Contract Number reported as 'Multiple'. Attachment required.	Warning	All
20. Dollars were reported for Manufacturing Operations but Equivalent Units were not reported.	Warning	All
21. Reported figure is negative.	Warning	All
22. Cost for Other DoD Effort is greater than or equal to 10% of total cost. Remarks required.	Warning	All
23. Cost for Other Government Effort is greater than or equal to 10% of total cost. Remarks required.	Warning	All
24. Cost for Commercial Effort is greater than or equal to 10% of total cost. Remarks required.	Warning	All
25. Reported column total does not match calculated total.	Error	All
26. Reported Workers column total does not match calculated total. Remarks may be required.	Warning	All
27. Costs reported for Other functional category. Remarks required.	Warning	All
28. Cost for Other Miscellaneous is greater than or equal to 10% of total cost. Remarks required.	Warning	All
29. Reported column total does not	Error	All

match calculated total.		
30. Indirect/Direct cost rate does not match calculated cost rate. Remarks required.	Warning	All
31. G&A/(Direct+Indirect) cost rate does not match calculated cost rate. Remarks required.	Warning	All
32. Labor rates from Section D do not match labor costs from Sections A. Remarks may be required.	Warning	All
33. Number of Shifts is outside expected range (between 1 and 3). Remarks required.	Warning	All
34. Total FPR Unit Revenue not reported.	Warning	All
35. Combined costs exceed Total FPR Unit Revenue. Remarks may be required.	Warning	All

2.3.7 Validation Error Descriptions

In this section, each Validation Error listed in the “Validation Error” section will be explained in detail. For every error displayed in the “cPet Document Validation” window, there is a description of the specific error, as well as where the error is located on the form:

- ➡ [Contract Plan](#)
- ➡ [1921 vs. Contract Plan](#)
- ➡ [1921 Internal](#)
- ➡ [1921-1 vs. Contract Plan](#)
- ➡ [1921-1 vs. 1921](#)

- ➡ [1921-1 Internal](#)
- ➡ [1921-2 vs. Contract Plan](#)
- ➡ [1921-2 vs. 1921](#)
- ➡ [1921-2 vs. 1921-1](#)
- ➡ [1921-2 Internal](#)
- ➡ [1921-3 Internal](#)

2.3.7.1 Contract Plan

1. *Blank WBS Element Code found for WBS element(s) from Contract Plan:*
Every element must be assigned a unique WBS Element Code. cPet will not recognize WBS elements without an associated WBS Element Code in Column 11 (WBS Element Code) on the Contract Plan.
2. *Repeated WBS Element Code found for WBS elements from Contract Plan:*
Every element must be assigned a unique WBS Element Code. The Contract Plan should not have duplicate or repeated WBS Element Codes.

2.3.7.2 1921 vs. Contract Plan

1. *Metadata on 1921 does not match metadata on Contract Plan:*
The header information on the 1921 report must match the header information from the plan exactly. For example, the Program Name, Approved Plan Number, and Contract Number must match the Contract Plan exactly.
2. *Blank WBS Element Code found for reporting element(s) from 1921:*
The WBS Element Codes reported in Column A (WBS Element Code) of the 1921 report must match the WBS Element Codes found in Column 11b (WBS Element Code – Contract/Subcontract) on the approved Contract Plan.
3. *Redundant data provided for reporting element from 1921:*

The WBS Elements reported on the 1921 report must match the elements required by the approved Contract Plan exactly. The WBS elements should not be duplicated or reported more than once on the 1921 report.

4. *Reporting element from 1921 not found on Contract Plan:*

The WBS Elements reported on the 1921 report must match the elements required by the approved Contract Plan exactly. The 1921 report must not contain any additional WBS Elements that are not required by the approved Contract Plan.

5. *Required reporting element omitted from 1921:*

All WBS Element Names and Codes present in Columns 11 (WBS Element Code) and 12 (WBS Reporting Elements) on the approved Contract Plan must be reported in Columns A (WBS Element Code) and B (WBS Reporting Elements) on the 1921 report, regardless of whether or not there is an “X” in Column 13b (Reports Required – DD 1921 (CDSR)).

6. *Required reporting element from 1921 reports zero cost for Total At Completion:*


If a WBS element has an “X” in Column 13b (Reports Required – DD 1921), cPet will generate a warning that there were zero costs reported for the required WBS element on the 1921 form. A comment should be provided in the Remarks section for further clarification.

7. *Non-required reporting element from 1921 reports non-zero costs:*

If a WBS element has an “N/A” in Column 13b (Reports Required – DD 1921), cPet will generate a warning that there were costs reported for the non-required WBS element on the 1921 form. A comment should be provided in the Remarks section for further clarification.

8. *WBS Element Name on 1921 does not match WBS Element Name on Contract Plan:*

All WBS Element names reported in Column B (WBS Reporting Elements) on the 1921 form, must match the WBS Element Names required in Column 12 (WBS Reporting Elements) on the Contract Plan.

-  **Tip:** Depending on whether or not a WBS Element is required, and if the 1921 reports data for that element, cPet may or may not issue a warning. Please see the chart below for areas where cPet will provide a validation error:

For 1921 reporting elements:

Required on contract plan	Reported	Costs blank/zero	Result	cPet Description
required	missing	--	error	Required reporting element omitted from 1921
required	reported	blank/zero ¹	warning	Required reporting element from 1921 reports zero cost for Total At Completion
required	reported	non-zero ¹	OK	--
not required	reported	blank/zero ²	OK	--
not required	reported	non-zero ²	warning	Non-required reporting element from 1921 reports non-zero costs

1 Refers to the value in the Total At Completion column.

2 Refers to all values being blank/zero vs. at least one value being non-zero.

2.3.7.3 1921 Internal

1. *Reported figure is negative:*

Negative values are not permitted on the 1921 report unless accompanied by a comment in the Remarks section.

2. *To Date figure is greater than At Completion figure:*

Values reported on the 1921 under Columns D-E (Costs Incurred To Date) should not exceed the values reported in Columns H-J (Costs Incurred At Completion). cPet will

generate a Warning, and a comment should be provided in the Remarks section for further clarification.

WBS Element Code	To Date				At Completion			
	# of Units	Nonrecurring	Recurring	Total	# of Units	Nonrecurring	Recurring	Total
1.0								
1.1								
1.1.1		Less				More		
1.1.2								

3. *Nonrecurring/Recurring/Total figures do not sum correctly:*

All Total Costs reported on the 1921 report must equal the sum of the Recurring and Nonrecurring costs, for both To Date and At Completion Costs. In the “Costs Incurred To Date” column, Column F (Total Costs Incurred To Date) must equal the sum of the costs reported in Column D (Nonrecurring Costs Incurred To Date) and Column E (Recurring Costs Incurred To Date). In the “Costs Incurred At Completion” column, Column J (Total Costs Incurred At Completion) must equal the sum of the costs reported in Column H (Nonrecurring Costs Incurred At Completion) and Column I (Recurring Costs Incurred At Completion). In the table below, the sum of the values reported in the two blue fields must equal the sum of the value reported in the green field:

WBS Element Code	To Date				At Completion			
	# of Units	Nonrecurring	Recurring	Total	# of Units	Nonrecurring	Recurring	Total
1.0								
1.1								
1.1.1								
1.1.2								

4. *Child elements do not sum to parent element correctly:*

The cost of a parent element must equal the sum of the reported cost of all its children elements. This must be true for each column (i.e. To Date and At Completion values for Nonrecurring, Recurring, and Total costs columns). In the table below, the two blue fields must sum to the green field:

WBS Element Code	To Date				At Completion			
	# of Units	Nonrecurring	Recurring	Total	# of Units	Nonrecurring	Recurring	Total
1.0								
1.1								
1.1.1								
1.1.2								

5. *Subtotal does not match root WBS element:*

The first summary WBS element is “Subtotal” cost. The “Subtotal” costs reported in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the costs reported at the WBS Element 1.0 level, or “root WBS element”, reported in the same columns on the 1921 report.

6. *Summary elements do not sum correctly:*

2011 Version: First, the costs reported for the summary element “Total Cost”, in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the sum of the costs reported for “Subtotal”, “Reporting Contractor G&A”, “Reporting Contractor Undistributed Budget”, “Reporting Contractor Management Reserve”, and “Reporting Contractor FCCM”. Second, the costs reported for the summary element “Total Price”, in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the sum of the costs reported for “Total Cost” and “Reporting Contractor Profit/Loss or Fee”:

Rule 1.

$$[\text{Root WBS Element}] = \text{Subtotal Cost}$$
Rule 2.

Subtotal Cost	
Reporting Contractor G&A	
Reporting Contractor Undistributed Budget	
Reporting Contractor Management Reserve	
+ Reporting Contractor FCCM	
<hr/>	
Total Cost	

Rule 3.

Total Cost	
+ Reporting Contractor Profit/Loss or Fee	
<hr/>	
Total Price	

2003 and 2007 Versions: First, the costs reported for the summary element, “Total Cost (Less Subcontractor Profit or Fee)”, in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the sum of the costs reported for WBS Element 1.0 (or “Root WBS Element), “Subcontractor G&A”, “Other Subcontractor Miscellaneous”, “Subcontractor Undistributed Budget”, “Subcontractor Management Reserve”, and “Subcontractor FCCM”. Second, the costs reported for the summary element, “Total Cost (Less Reporting Contractor G&A & Profit or Fee)”, in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the sum of the costs reported for “Total Cost (Cost (Less Subcontractor Profit or Fee))” and “Subcontractor Profit or Fee”. Third, the costs reported for the summary element, “Total Costs (Less Reporting Contractor Profit or Fee)”, in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the sum of the costs reported for Total Cost (Cost (Less Subcontractor Profit or Fee)”, “Reporting Contractor G&A”, “Reporting Contractor Miscellaneous”, “Reporting Contractor Undistributed Budget”, “Reporting Contractor Management Reserve”, and “Reporting Contractor FCCM”. Finally, the costs reported for the summary element

“Total Cost (Through Reporting Contractor G&A & Profit or Fee)”, in Columns F (Total Costs Incurred To Date) and J (Total Costs Incurred At Completion), must be equal to the sum of the costs reported for “Total Cost (Less Reporting Contractor Profit or Fee)” and “Reporting Contractor Profit or Fee”:

Rule 1*

[Root WBS Element]	
Subcontractor G&A	
Other Subcontractor Miscellaneous	
Subcontractor Undistributed Budget	
Subcontractor Management Reserve	
+ Subcontractor FCCM	
<hr/>	
Total Cost (Less Subcontractor Profit or Fee)	

Rule 2*

Total Cost (Less Subcontractor Profit or Fee)
+ Subcontractor Profit or Fee
<hr/>
Total Cost (Less Reporting Contractor G&A & Profit or Fee)

Rule 3

Total Cost (Less Reporting Contractor G&A & Profit or Fee)
Reporting Contractor G&A
Other Reporting Contractor Miscellaneous
Reporting Contractor Undistributed Budget
Reporting Contractor Management Reserve
+ Reporting Contractor FCCM
<hr/>
Total Cost (Less Reporting Contractor Profit or Fee)

Rule 4

Total Cost (Less Reporting Contractor Profit or Fee)
+ Reporting Contractor Profit or Fee
<hr/>
Total Cost (Through Reporting Contractor G&A & Profit or Fee)

** Note: Rule 1 and Rule 2 apply only if at least one subcontractor summary element is non-zero. If however no subcontractor summary elements are reported, then the following rule applies:*

[Root WBS Element] = Total Cost (Less Reporting Contractor G&A & Profit or Fee)

7. Reporting Contractor G&A reports zero cost at completion:

The 1921 report must have costs reported in Column J (Total Costs Incurred At Completion) for the summary element, "Reporting Contractor G&A".

8. *Reporting Contractor FCCM reports zero cost at completion:*

The 1921 report must have costs reported in Column J (Total Costs Incurred At Completion) for the summary element, "Reporting Contractor FCCM".

9. *Reporting Contractor Profit/Loss or Fee reports zero cost at completion.*

The 1921 report must have costs reported in Column J (Total Costs Incurred At Completion) for the summary element, "Reporting Contractor Profit/Loss or Fee". For 2003 version of the 1921 report, this element is referred to as "Reporting Contractor's Profit or Fee."

10. *Could not interpret contract price:*

Item 8 (Contract Price) reported in the header information on the 1921 must be a number, empty, or "N/A".

11. *Could not interpret contract ceiling.*


Item 9 (Contract Ceiling) reported in the header information on the 1921 must be a number, empty, or "N/A".

12. *Total price at completion is greater than contract price. Remarks required.*

The value reported in Column J (Total Costs Incurred At Completion) for the summary element "Total Price", should not exceed the value reported in Item 8 (Contract Price) in the header information of the 1921 report. If the "Total Price" reported represents an overrun, an explanation should be included in the Remarks section of the 1921. Note that on the 2003 version of the 1921 report, the "Total Price" is considered equivalent to the "Total Cost (Through Reporting Contractor's G&A & Profit or Fee)" summary element.

13. *Total price at completion is less than contract price. Remarks required.*

The value reported in Column J (Total Costs Incurred At Completion) for the summary element “Total Price”, should not be less than the value reported in Item 8 (Contract Price) in the header information of the 1921 report. If the “Total Price” reported represents an underrun, an explanation should be included in the Remarks section of the 1921. Note that on the 2003 version of the 1921 report, the "Total Price" is considered equivalent to the "Total Cost (Through Reporting Contractor's G&A & Profit or Fee)" summary element.

 Tip: The following table outlines different scenarios that cPet uses to validate this rule, where TP = Total Price, CP = Contract Price, and CC = Contract Ceiling:

Condition	Result	cPet Error Description
$TP < CP$ and $CC = 0$	Warning	Total price at completion is less than contract price. Remarks required.
$TP > CP$ and $CC = 0$	Warning	Total price at completion is greater than contract price. Remarks required.
$TP = CP$ and $CC = 0$	OK	--
$CC > TP > CP$	OK	--
$CC < TP < CP$	Warning	Total Price at completion is less than contract price. Remarks required.

14. Report marked Final, but total cost to date is less than 95% of total cost at completion.

If Item 13 (Report Cycle) is marked as “Final” on the 1921 report, the costs reported for the summary element, “Total Cost”, in Column F (Total Costs Incurred To Date),

must be at least 95% of the costs reported for “Total Cost”, in Column J (Total Costs Incurred At Completion).

15. Report marked Final, but total cost to date differs from total cost at completion by more than \$25 million:

If Item 13 (Report Cycle) is marked as “Final” on the 1921 report, the difference between the costs reported for the summary element, “Total Cost”, in Column F (Total Costs Incurred To Date), must not be more than \$25 million than the cost reported for “Total Cost”, in Column J (Total Costs Incurred At Completion).

16. Report marked Final, but total price to date is less than 95% of total price at completion.

If Item 13 (Report Cycle) is marked as “Final” on the 1921 report, the costs reported for the summary element, “Total Price”, in Column F (Total Costs Incurred To Date), must be at least 95% of the costs reported for “Total Price”, in Column J (Total Costs Incurred At Completion).

17. Report marked Final, but Reporting Contractor Undistributed Budget does not report zero cost at completion.

If Item 13 (Report Cycle) is marked as “Final” on the 1921 report, the cost reported for the summary element, “Reporting Contract Undistributed Budget”, in Column J (Total Costs Incurred At Completion), must be zero.

18. Report marked Final, but Reporting Contractor Management Reserve does not report zero cost at completion:

If Item 13 (Report Cycle) is marked as “Final” on the 1921 report, the cost reported for the summary element, “Reporting Contract Management Reserve”, in Column J (Total Costs Incurred At Completion), must be zero.

19. Systems Engineering/Program Management reports zero cost at completion.

The 1921 report must have costs reported in Column J (Costs Incurred At Completion) for the WBS element, “Systems Engineering/Program Management”.

2.3.7.4 1921-1 vs. Contract Plan

1. *Metadata on 1921-1 does not match metadata on Contract Plan:*

The header information on the 1921-1 report must match the header information from the plan exactly. For example, the Program Name, Approved Plan Number, and Contract Number must match the Contract Plan exactly.

2. *Blank WBS Element Code found for reporting element(s) from 1921-1:*

The WBS Element Codes reported in Item 18 (WBS Element Code) of the 1921-1 reports must match the WBS Element Codes found in Column 11b (WBS Element Code – Contract/Subcontract) on the approved Contract Plan.

3. *Redundant data provided for reporting element from 1921-1:*

The WBS Elements reported on the 1921-1 reports must match the elements required by the approved Contract Plan exactly. The WBS elements should not be duplicated or reported more than once within the 1921-1 report file. For 2003 cost reports, there should be only one page per element. For example, an element cannot have two recurring pages. For 2007 and 2011 reports, this rule extends to the more general requirement that an element should not appear on the 1921-1 more than once.

4. *Reporting element from 1921-1 not found on Contract Plan:*

The WBS Elements reported on the 1921-1 reports must match the elements required by the approved Contract Plan exactly. The 1921-1 report file must not contain any additional WBS Elements that are not required by the approved Contract Plan.

5. *Required reporting element omitted from 1921-1 submission:*

According to the approved Contract Plan, for each “X” in Column 13c (Reports Required – DD 1921-1 (FCHR)), there should be a corresponding 1921-1 report within the file. All WBS Element Names and Codes present in Columns 11 (WBS Element Code) and 12 (WBS Reporting Elements) on the approved Contract Plan must be reported in Item 18 (WBS Element Code) and Item 19 (WBS Reporting Element) on the 1921-1 reports.

6. *WBS Element Name on 1921-1 does not match WBS Element Name on Contract Plan.*

All required WBS Element Names present in Column 12 (WBS Reporting Elements) on the approved Contract Plan must be reported exactly in Item 19 (WBS Reporting Element) on the 1921-1 reports.

2.3.7.5 1921-1 vs. 1921

1. *Metadata on 1921-1 does not match metadata on 1921:*

The header information on the 1921-1 report must match the header information from the 1921 report exactly. For example, the Program Name, Approved Plan Number, and Contract Number must match the 1921 report exactly.

2. *Reporting element from 1921-1 not found on 1921:*


According to the approved Contract Plan, for each “X” in Column 13c (Reports Required – DD 1921-1 (FCHR)), there should be a corresponding 1921-1 report within the file. For each submitted 1921-1 file, there must be corresponding costs reported on the 1921 report for that individual WBS element. An exception to the rule is if the parent 1921 has zero costs. In this case, a 1921-1 need not be provided. However, if a 1921-1 is provided, the costs between the 1921 and 1921-1 must match (see table below).

cPet may or may not issue a warning depending on whether or not a WBS Element is required, and if the 1921-1 reports data for that element. Please see the chart below for areas where cPet will provide a validation error:

For 1921-1 reporting elements:

Required on contract plan	Reported	1921 blank/zero	Matches 1921	Result	cPet Description
required	missing	blank/zero ¹	--	OK	--
required	missing	non-zero ¹	--	error	Required reporting element omitted from 1921-1 submission
required	reported	--	matches	OK	--
required	reported	--	does not match	error	Corresponding costs on 1921-1 and 1921 do not match
not required	missing	--	--	OK	--
not required	reported	--	matches	OK	--
not required	reported	--	does not match	error	Corresponding costs on 1921-1 and 1921 do not match

¹ Refers to the value in the Total At Completion column

 **Tip:** Another important validation rule that cPet uses for 2003 reports is the **95/5 Rule**. If either the Nonrecurring cost or the Recurring cost is greater than 95% of the Total cost of the 1921 (in the At Completion columns), then the 1921-1 can report zero Nonrecurring and Recurring costs. Even if the corresponding costs on the 1921 are non-zero, the Nonrecurring and Recurring costs may be zero on the 1921-1. However, if the costs for either of these categories are nonzero on the 1921-1, cPet must still verify that the costs match between the 1921 and the 1921-1.

3. **Corresponding quantities on 1921-1 and 1921 do not match.**

2007 and 2011 Versions: On the 1921-1 report, the quantities reported in Item 20 (Number of Units) must match the quantities reported in Columns C (Number of Units To Date) and G (Number of Units At Completion).

2003 Version: a validation check is performed for the quantity field across pages of a 2003 1921-1. The rules are summarized below:

1. If the 1921 is not present, do not validate the quantities.
2. If the 1921 is present, and the 95/5 does not apply, ensure the quantities are consistent.
3. If the 1921 is present, and the 95/5 rule does apply, raise a warning only if the Nonrecurring quantity (and/or the Recurring quantity) is not blank and is not consistent with the Total quantity.

The table below outlines some of the possible cases:

1921 Present?	95/5 Rule Applies?	Quantities Match between Pages?	Blank NR and Rec Qty?	Result	cPet Error Description
No	--	--	--	OK	--
Yes	No	Yes	--	OK	--
Yes	No	No	Yes	Warning	Nonrecurring/Recurring/Total quantities do not match
Yes	No	No	No	Warning	Nonrecurring/Recurring/Total quantities do not match
Yes	Yes	Yes	--	OK	--
Yes	Yes	No	Yes	OK	--
Yes	Yes	No	No	Warning	Nonrecurring/Recurring/Total quantities do not match

Quantity Validation across pages of a 2003 1921-1

4. *Corresponding costs on 1921-1 and 1921 do not match:*

2007 and 2011 Versions: The 1921-1 reports are a more detailed breakout of the costs reported on the 1921 report. Therefore, the costs reported on the 1921-1 report in Line 21 (Total Cost (Direct and Overhead)) must match the corresponding costs reported for the same WBS element on the 1921 report. See below for a direct mapping:

Costs Reported on 1921 Report

Column D (Nonrecurring Costs Incurred To Date)

Costs Reported on 1921-1 Report

Line 21, Column A (Nonrecurring Costs Incurred To Date)

Column E (Recurring Costs Incurred To Date)	Line 21, Column B (Recurring Costs Incurred To Date)
Column F (Total Costs Incurred To Date)	Line 21, Column C (Total Costs Incurred To Date)
Column H (Nonrecurring Costs Incurred At Completion)	Line 21, Column D (Nonrecurring Costs Incurred At Completion)
Column I (Recurring Costs Incurred At Completion)	Line 21, Column E (Recurring Costs Incurred At Completion)
Column J (Total Costs Incurred At Completion)	Line 21, Column F (Total Costs Incurred At Completion)

2003 Version: The requirement for 1921-1 reports for this version of the form requires separate 1921-1 reports for each type of cost: Nonrecurring, Recurring, and Total. The costs reported on the 1921-1 report in Line 27 (Total Cost (Direct and Overhead)), in Columns E (Total To Date) and F (Total At Completion) must match the corresponding costs reported for the same WBS element on the 1921 report. See below for a direct mapping:

Costs Reported on 1921 Report	Costs Reported on 1921-1 Report
Column E (Nonrecurring Costs Incurred To Date)	Line 27, Column E (Total To Date)
Column F (Recurring Costs Incurred To Date)	Line 27, Column E (Total To Date)
Column G (Total Costs Incurred To Date)	Line 27, Column E (Total To Date)
Column I (Nonrecurring Costs Incurred At Completion)	Line 27, Column F (Total At Completion)
Column J (Recurring Costs Incurred At Completion)	Line 27, Column F (Total At Completion)
Column K (Total Costs Incurred At Completion)	Line 27, Column F (Total At Completion)

2.3.7.6 1921-1 Internal

1. *Reported figure is negative:*

Negative values are not permitted on the 1921-1 report unless accompanied by a comment in the Remarks section.

2. *To Date figure is greater than At Completion figure:*

2007 and 2011 Versions: For a particular cost row on the 1921-1 report, the values reported in Columns A-C (Costs and Hours Incurred To Date) should not exceed the values reported in Columns D-F (Costs and Hours Incurred At Completion). cPet will generate a warning, and a comment should be included in the Remarks section.

	To Date			At Completion		
	Nonrecurring	Recurring	Total	Nonrecurring	Recurring	Total
Engineering						
(1) Direct Engineering Labor Hours						
(2) Direct Engineering Labor Dollars	Less			More		
(3) Engineering Overhead Dollars						
(4) Total Engineering Dollars						

2003 Version: For a particular cost row on the 1921-1 report, the values reported in Columns A (Reporting Contractor To Date), C (Subcontractor To Date), and E (Total To Date), should not exceed the values reported in Columns B (Reporting Contractor At Completion), D (Subcontractor At Completion), and F (Total At Completion). cPet will generate a warning, and a comment should be included in the Remarks section.

3. *Contractor/Subcontractor/Total figures do not sum correctly:*

2003 Version Only: For a particular cost row on the 1921-1, the values reported in Column E (Total To Date) must be equal to the sum of the values reported in

Columns A (Reporting Contractor To Date) and C (Subcontractor To Date). The values reported in Column F (Total At Completion) must be equal to the sum of the values reported in Columns B (Reporting Contractor At Completion) and D (Subcontractor At Completion). In the table below, the green field equals the sum of the two blue fields:

Non-Recurring Costs	Reporting Contractor		Subcontractor		Total	
	To Date	At Completion	To Date	At Completion	To Date	At Completion
Engineering						
1. Direct Labor Hours						
2. Direct Labor Dollars						
3. Overhead						
4. Material						
5. Other Direct Charges (Specify)						
6. Total Engineering Dollars						

4. *Nonrecurring/Recurring/Total figures do not sum correctly:*

2007 and 2011 Versions Only: For a particular cost or hour row on the 1921-1 report, the values reported in Column C (Total Costs and Hours Incurred To Date) must be equal to the sum of the values reported in Columns A (Nonrecurring Costs and Hours Incurred To Date) and B (Recurring Costs and Hours Incurred To Date). The values reported in Column F (Total Costs and Hours Incurred At Completion) must be equal to the sum of the values reported in Columns D (Nonrecurring Costs and Hours Incurred At Completion) and E (Recurring Costs and Hours Incurred At Completion). In the table below, the green field equals the sum of the two blue fields:

	To Date			At Completion		
	Nonrecurring	Recurring	Total	Nonrecurring	Recurring	Total
Engineering						
(1) Direct Engineering Labor Hours						
(2) Direct Engineering Labor Dollars						
(3) Engineering Overhead Dollars						
(4) Total Engineering Dollars						

5. *Group within data column does not sum correctly:*

2007 and 2011 Versions: The values reported in the “Total” cost lines, within each functional category, must be equal to the sum of the values reported in the cost lines reported above for each functional category:

- Line 4 (Total Engineering Dollars) must be equal to the sum of the costs reported in Lines 2 (Direct Engineering Labor Dollars) and 3 (Engineering Overhead Dollars).
- Line 13 (Total Manufacturing Operations Dollars) must be equal to the sum of the costs reported in Lines 6 (Direct Tooling Labor Dollars), 7 (Direct Tooling and Equipment Dollars), 9 (Direct Quality Control Labor Dollars), 11 (Direct Manufacturing Labor Dollars), and 12 (Manufacturing Operations Overhead Dollars).
- Line 19 (Total Material Dollars) must be equal to the sum of the costs reported in Lines 14 (Raw Materials Dollars), 15 (Purchased Parts Dollars), 16 (Purchased Equipment Dollars), 17 (Material Handling Overhead Dollars), and 18 (Total Direct-Reporting Subcontractor Dollars).

2003 Version: The values reported in the “Total” cost lines, within each functional category, must be equal to the sum of the values reported in the cost lines reported above for each functional category:

- Line 6 (Total Engineering Dollars) must be equal to the sum of Lines 2 (Direct Labor Dollars), 3 (Overhead), 4 (Material), and 5 (Other Direct Charges).
- Line 12 (Total Tooling Dollars) must be equal to the sum of Lines 8 (Direct Labor Dollars), 9 (Overhead), 10 (Material), and 11 (Other Direct Charges).
- Line 17 (Total Quality Control Dollars) must be equal to the sum of Lines 14 (Direct Labor Dollars), 15 (Overhead), 16 (Material), and 17 (Other Direct Charges).

- Line 23 (Total Manufacturing Dollars) must be equal to the sum of Lines 19 (Direct Labor Dollars), 20 (Overhead), 21 (Materials and Purchased Parts), and 22 (Other Direct Charges).

In the table below, the green field equals the sum of the two blue fields:

	To Date		
	Nonrecurring	Recurring	Total
Engineering			
(1) Direct Engineering Labor Hours			
(2) Direct Engineering Labor Dollars			
(3) Engineering Overhead Dollars			
(4) Total Engineering Dollars			

6. *Data column does not sum correctly:*

2007 and 2011 Versions: The values reported in Line 21 (Total Cost), at the bottom of each 1921-1 report, must be equal to the sum of the values reported in the “Total” cost lines reported above for each functional category:

- Line 21 (Total Cost) must be equal to the sum of Lines 4 (Total Engineering Dollars), 13 (Total Manufacturing Operations Dollars), 19 (Total Material Dollars), and 20 (Other Costs Not Shown Elsewhere).

2003 Version: The values reported in Line 27 (Total Cost (Direct and Overhead), at the bottom of each 1921-1 report, must be equal to the sum of the values reported in the “Total” cost lines reported above for each functional category:

- Line 27 (Total Cost (Direct and Overhead) must be equal to the sum of Lines 6 (Total Engineering Dollars), 12 (Total Tooling Dollars), 17 (Total Quality Control Dollars), 23 (Total Manufacturing Dollars), 24 (Purchased Equipment), 25 (Material Overhead), and 26 (Other Costs Not Shown Elsewhere).

In the table below, the green field equals the sum of the blue fields:

	To Date			At Completion		
	Nonrecurring	Recurring	Total	Nonrecurring	Recurring	Total
Engineering						
(1) Direct Engineering Labor Hours						
(2) Direct Engineering Labor Dollars						
(3) Engineering Overhead Dollars						
(4) Total Engineering Dollars						
Manufacturing						
(5) Direct Tooling Labor Hours						
(6) Direct Tooling Labor Dollars						
(7) Direct Tooling & Equipment Dollars						
(8) Direct Quality Control Labor Hours						
(9) Direct Quality Control Labor Dollars						
(10) Direct Manufacturing Labor Hours						
(11) Direct Manufacturing Labor Dollars						
(12) Manufacturing Operations Overhead Dollars						
(13) Total Manufacturing Dollars						
Materials						
(14) Raw Material Dollars						
(15) Purchased Parts Dollars						
(16) Purchased Equipment Dollars						
(17) Material Handling/Overhead Dollars						
(18) Total Direct-Reporting Subcontractor Dollars						
(19) Total Material Dollars						
Other Costs						
(20) Other Costs Not Shown Elsewhere						
Summary						
(21) Total Cost						

7. *Data reported for Direct Labor Hours but not for Direct Labor Dollars:*

2007 and 2011 Versions: For all hours reported on the 1921-1 report, within each functional category, there must be corresponding labor dollars reported:

- Hours reported in Line 1 (Direct Engineering Labor Hours) must have dollars reported in Line 2 (Direct Engineering Labor Dollars).
- Hours reported in Line 5 (Direct Tooling Hours) must have dollars reported in Line 6 (Direct Tooling Labor Dollars).
- Hours reported in Line 8 (Direct Quality Control Labor Hours) must have dollars reported in Line 9 (Direct Quality Control Labor Dollars).
- Hours reported in Line 10 (Direct Manufacturing Labor Hours) must have dollars reported in Line 11 (Direct Manufacturing Labor Dollars).

2003 Version: For all hours reported on the 1921-1 report, within each functional category, there must be corresponding labor dollars reported:

- Hours reported in Line 1 (Direct Engineering Labor Hours) must have dollars reported in Line 2 (Direct Engineering Labor Dollars).
- Hours reported in Line 7 (Direct Tooling Labor Hours) must have dollars reported in Line 8 (Direct Tooling Labor Dollars).
- Hours reported in Line 13 (Direct Quality Control Labor Hours) must have dollars reported in Line 14 (Direct Quality Control Labor Dollars).
- Hours reported in Line 18 (Direct Manufacturing Labor Hours) must have dollars reported in Line 19 (Direct Manufacturing Labor Dollars).

8. *Data reported for Direct Labor Dollars but not for Direct Labor Hours:*

2007 and 2011 Versions: For all labor dollars reported on the 1921-1 report, within each functional category, there must be corresponding labor hours reported:

- Dollars reported in Line 2 (Direct Engineering Labor Dollars) must have hours reported in Line 1 (Direct Engineering Labor Hours).
- Dollars reported in Line 6 (Direct Tooling Labor Dollars) must have hours reported in Line 5 (Direct Tooling Hours).
- Dollars reported in Line 9 (Direct Quality Control Labor Dollars) must have hours reported in Line 8 (Direct Quality Control Labor Hours).
- Dollars reported in Line 11 (Direct Manufacturing Labor Dollars) must have hours reported in Line 10 (Direct Manufacturing Labor Hours).

2003 Version: For all labor dollars reported on the 1921-1 report, within each functional category, there must be corresponding hours reported:

- Dollars reported in Line 2 (Direct Engineering Labor Dollars) must have hours reported in Line 1 (Direct Engineering Labor Hours).

- Dollars reported in Line 8 (Direct Tooling Labor Dollars) must have hours reported in Line 7 (Direct Tooling Labor Hours).
- Dollars reported in Line 14 (Direct Quality Control Labor Dollars) must have hours reported in Line 13 (Direct Quality Control Labor Hours).
- Dollars reported in Line 19 (Direct Manufacturing Labor Dollars) must have hours reported in Line 18 (Direct Manufacturing Labor Hours).

9. *Data reported for Direct Labor but not for Overhead:*

2007 and 2011 Versions: For all labor dollars reported on the 1921-1 report, within each functional category, there must be corresponding overhead dollars reported:

- Dollars reported in Line 2 (Direct Engineering Labor Dollars) must have dollars reported in Line 3 (Direct Engineering Overhead Dollars).
- Dollars reported in Line 11 (Direct Manufacturing Labor Dollars) must have dollars reported in Line 12 (Direct Manufacturing Overhead Dollars).
- Dollars reported in Lines 14 (Raw Material Dollars), 15 (Purchased Parts Dollars), or 16 (Purchased Equipment Dollars) must have dollars reported in Line 17 (Material Handling Overhead Dollars).

2003 Version: For all labor dollars reported on the 1921-1 report, within each functional category, there must be corresponding overhead dollars reported:

- Dollars reported in Line 2 (Direct Engineering Labor Dollars) must have dollars reported in Line 3 (Direct Engineering Overhead).
- Dollars reported in Line 8 (Direct Tooling Labor Dollars) must have dollars reported in Line 9 (Direct Tooling Overhead).
- Dollars reported in Line 14 (Direct Quality Control Labor Dollars) must have dollars reported in Line 15 (Direct Quality Control Overhead).

- Dollars reported in Line 19 (Direct Manufacturing Labor Dollars) must have dollars reported in Line 20 (Direct Manufacturing Overhead).
- Dollars reported in Line 24 (Purchased Equipment) must have dollars reported in Line 25 (Material Overhead).

10. Data reported for Overhead but not for Direct Labor:

2007 and 2011 Versions: For all overhead dollars reported on the 1921-1 report, within each functional category, there must be corresponding labor dollars reported:

- Dollars reported in Line 3 (Direct Engineering Overhead Dollars) must have dollars reported in Line 2 (Direct Engineering Labor Dollars).
- Dollars reported in Line 12 (Direct Manufacturing Overhead Dollars) must have dollars reported in Line 11 (Direct Manufacturing Labor Dollars).
- Dollars reported in Line 17 (Material Handling Overhead Dollars) must have dollars reported in Lines 14 (Raw Material Dollars), 15 (Purchased Parts Dollars), or 16 (Purchased Equipment Dollars).

2003 Version: For all overhead dollars reported on the 1921-1 report, within each functional category, there must be corresponding labor dollars reported:

- Dollars reported in Line 3 (Direct Engineering Overhead) must have dollars reported in Line 2 (Direct Engineering Labor Dollars).
- Dollars reported in Line 9 (Direct Tooling Overhead) must have dollars reported in Line 8 (Direct Tooling Labor Dollars).
- Dollars reported in Line 15 (Direct Quality Control Overhead) must have dollars reported in Line 14 (Direct Quality Control Labor Dollars).
- Dollars reported in Line 20 (Direct Manufacturing Overhead) must have dollars reported in Line 19 (Direct Manufacturing Labor Dollars).

- Dollars reported in Line 25 (Material Overhead) must have dollars reported in Line 24 (Purchased Equipment).

11. *Data reported for Total Direct-Reporting Subcontractor. Remarks required:*

2007 and 2011 Versions Only: If the reporting contractor has a subcontractor that also has an approved Subcontract Plan, and is required to submit cost reports directly to the DCARC, costs associated with all applicable direct-reporting subcontractors must be reported in Line 18 (Total Direct-Reporting Subcontractor Dollars). If costs are reported in Line 18 on the 1921-1 report, then a comment should be included in the Remarks section that lists each direct-reporting subcontractor company name, city, state, and the corresponding subcontract prices. Note that cPet does not validate whether or not there is text in the Remarks section. Rather, cPet is merely providing a warning that remarks should be provided for this situation.

12. *Other Costs Not Shown Elsewhere are greater than or equal to 15% of total cost.*

Remarks required.

2003 and 2007 Versions Only: If the costs reported in Line 20 (Other Costs Not Shown Elsewhere) on the 2007 1921-1, and in Line 26 (Other Costs Not Shown Elsewhere) in the 2003 1921-1, are greater than or equal to 15% of the Total Cost in Lines 21 (2007) or 27 (2003), then an explanation should be provided in the Remarks section. These remarks should include information regarding the cost composition and should identify each of the costs comprising Line 20 (2007) or Line 26 (2003) as direct or overhead. Note that cPet does not validate whether or not there is text in the Remarks section. Rather, cPet is merely providing a warning that remarks should be provided for this situation.

13. *Other Costs Not Shown Elsewhere are greater than or equal to 10% of total cost.*

Remarks required.

2003 and 2007 Versions Only: If the costs reported in Line 20 (Other Costs Not Shown Elsewhere) on the 1921-1 are greater than or equal to 10% of the Total Cost in

Lines 21, then an explanation should be provided in the Remarks section. These remarks should include information regarding the cost composition and should identify each of the costs comprising Line 20 as direct or overhead. Note that cPet does not validate whether or not there is text in the Remarks section. Rather, cPet is merely providing a warning that remarks should be provided for this situation.

14. *Nonrecurring/Recurring/Total quantities do not match:*

2003 Version Only: For each required WBS element, a “Nonrecurring”, “Recurring”, and “Total” 1921-1 must be submitted. The three submitted 1921-1 reports for a specific WBS element must contain the same quantities reported in Item 15 (Quantity (To Date and At Completion)).

2.3.7.7 1921-2 vs. Contract Plan

1. *Metadata on 1921-2 does not match metadata on Contract Plan:*

The header information on the 1921-2 report must match the header information from the plan exactly. For example, the Program Name, Approved Plan Number, and Contract Number must match the Contract Plan exactly.

2. *Blank WBS Element Code found for reporting element(s) from 1921-2.*

The WBS Element Codes reported in Item 18 (WBS Element Code) of the 1921-2 reports must match the WBS Element Codes found in Column 11b (WBS Element Code – Contract/Subcontract) on the approved Contract Plan.

3. *Redundant data provided for reporting element from 1921-2.*

The WBS Elements reported on the 1921-2 reports must match the elements required by the approved Contract Plan exactly. The WBS elements should not be duplicated or reported more than once within the 1921-2 report file. There should also not be more than one 1921-2 report submitted for a required WBS element.

4. *Reporting element from 1921-2 not found on Contract Plan.*

The WBS Elements reported on the 1921-2 reports must match the elements required by the approved Contract Plan exactly. The 1921-2 report file must not contain any additional WBS Elements that are not required by the approved Contract Plan.

5. *Required reporting element omitted from 1921-2 submission:*

According to the approved Contract Plan, for each “X” in Column 13d (Reports Required – DD 1921-2 (PCR)), there should be a corresponding 1921-2 report within the file. All WBS Element Names and Codes present in Columns 11 (WBS Element Code) and 12 (WBS Reporting Elements) on the approved Contract Plan must be reported in Item 18 (WBS Element Code) and Item 19 (WBS Reporting Element) on the 1921-2 reports.

6. *WBS Element Name on 1921-2 does not match WBS Element Name on Contract Plan:*

All required WBS Element Names present in Column 12 (WBS Reporting Elements) on the approved Contract Plan must be reported exactly in Item 19 (WBS Reporting Element) on the 1921-2 reports.

2.3.7.8 1921-2 vs. 1921

1. *Metadata on 1921-2 does not match metadata on 1921:*

The header information on the 1921-2 report must match the header information from the 1921 report exactly. For example, the Program Name, Approved Plan Number, and Contract Number must match the 1921 report exactly.

2. *Reporting element from 1921-2 not found on 1921:*

According to the approved Contract Plan, for each “X” in Column 13d (Reports Required – DD 1921-2 (PCR)), there should be a corresponding 1921-2 report within the file. For each submitted 1921-2 file, there must be corresponding costs reported

on the 1921 report for that individual WBS element. An exception to the rule is if the parent 1921 has zero costs. In this case, a 1921-2 need not be provided. However, if a 1921-2 is provided, the costs between the 1921 and 1921-2 must match.

2.3.7.9 1921-2 vs. 1921-1

1. *Metadata on 1921-2 does not match metadata on 1921-1:*

The header information on the 1921-2 report must match the header information from the 1921-1 report exactly. For example, the Program Name, Approved Plan Number, and Contract Number must match the 1921 report exactly.

2. *Corresponding costs on 1921-1 and 1921-2 do not match:*

The costs reported in Column C (Total Direct Recurring Costs and Hours To Date) on the 1921-2 report must match the costs reported in Column B (Total Recurring Costs and Hours To Date) reported on the 1921-1 report for the following corresponding fields: Direct Engineering Labor Hours & Dollars, Direct Tooling Labor Hours & Dollars, Direct Quality Control Hours & Dollars, Direct Manufacturing Hours & Dollars, Raw Materials Dollars, Purchased Parts Dollars, Purchased Equipment Dollars, Total Direct Reporting Subcontract Dollars, Other Direct Costs Not Shown Elsewhere.

2.3.7.10 1921-2 Internal

1. *Reported figure is negative:*

Negative values are not permitted on the 1921-2 report unless accompanied by a comment in the Remarks section.

2. *Data row does not sum correctly:*

For each row on the 1921-2 report, Column C (Total Direct Costs and Hours To Date) must equal the sum of the costs and hours reported in Columns A (Completed Units/Lots) and B (Work in Process).

3. *Group within data column does not sum correctly:*

The values reported in the “Total” cost lines, within each functional category, must be equal to the sum of the values reported in the cost lines reported above for each functional category:

- Costs reported in Line 15 (Total Direct Manufacturing Operations Dollars) must equal the sum of Lines 9 (Direct Tooling Labor Dollars), 10 (Direct Tooling and Equipment Dollars), 12 (Direct Quality Control Labor Dollars), and 14 (Direct Manufacturing Labor Dollars).
- Costs reported in Line 20 (Total Direct Material Dollars) must equal the sum of Lines 16 (Raw Materials Dollars), 17 (Purchased Parts Dollars), 18 (Purchased Equipment Dollars), and 19 (Total Direct-Reporting Subcontractor Dollars).

4. *Data column does not sum correctly:*

The values reported in Line 22 (Total Direct Cost), at the bottom of each 1921-2 report, must be equal to the sum of the values reported in the “Total” cost lines reported above for each functional category:

- Costs reported in Line 22 (Total Direct Cost) must be equal to the sum of costs reported in Lines 7 (Direct Engineering Labor Dollars), 15 (Total Direct Manufacturing Labor Dollars), 20 (Total Direct Material Dollars), and 21 (Other Direct Costs Not Shown Elsewhere).

5. *Data reported for Direct Labor Hours but not for Direct Labor Dollars:*

For all hours reported on the 1921-2 report, within each functional category, there must be corresponding labor dollars reported:

- Hours reported in Line 6 (Direct Engineering Labor Hours) must have dollars reported in Line 7 (Direct Engineering Labor Dollars).
- Hours reported in Line 8 (Direct Tooling Labor Hours) must have dollars reported in Line 9 (Direct Tooling Labor Dollars).
- Hours reported in Line 11 (Direct Quality Control Labor Hours) must have dollars reported in Line 12 (Direct Quality Control Labor Dollars).
- Hours reported in Line 13 (Direct Manufacturing Labor Hours) must have dollars reported in Line 14 (Direct Manufacturing Labor Dollars).

6. *Data reported for Direct Labor Dollars but not for Direct Labor Hours:*

For all labor dollars reported on the 1921-2 report, within each functional category, there must be corresponding labor hours reported:

- Dollars reported in Line 7 (Direct Engineering Labor Dollars) must have hours reported in Line 6 (Direct Engineering Labor Hours).
- Dollars reported in Line 9 (Direct Tooling Labor Dollars) must have hours reported in Line 8 (Direct Tooling Hours).
- Dollars reported in Line 12 (Direct Quality Control Labor Dollars) must have hours reported in Line 11 (Direct Quality Control Labor Hours).
- Dollars reported in Line 14 (Direct Manufacturing Labor Dollars) must have hours reported in Line 13 (Direct Manufacturing Labor Hours).

7. *Data reported for Total Direct-Reporting Subcontractor. Remarks required:*

If the reporting contractor has a subcontractor that also has an approved Subcontract Plan, and is required to submit cost reports directly to the DCARC, costs associated with all applicable direct-reporting subcontractors must be reported in Line 19 (Total Direct-Reporting Subcontractor Dollars). If costs are reported in Line 19 on the 1921-2 report, then a comment should be included in the Remarks section that lists

each direct-reporting subcontractor company name, city, state, and the corresponding subcontract prices. Note that cPet does not validate whether or not there is text in the Remarks section. Rather, cPet is merely providing a warning that remarks should be provided for this situation.

8. *Other Costs Not Shown Elsewhere are greater than or equal to 15% of total cost.*

Remarks required.

2007 Version Only: If costs reported in Line 21 (Other Direct Costs Not Shown Elsewhere) are greater than or equal to 15% of the costs reported in Line 22 (Total Direct Cost), then a comment is required in the Remarks section of the 2007 version of the 1921-2 report.

9. *Other Costs Not Shown Elsewhere are greater than or equal to 10% of total cost.*

Remarks required:

2011 Version Only: If costs reported in Line 21 (Other Direct Costs Not Shown Elsewhere) are greater than or equal to 10% of the costs reported in Line 22 (Total Direct Cost), then a comment is required in the Remarks section of the 2011 version of the 1921-2 report.

2.3.7.11 1921-3 Internal

1. *Data Period and/or Fiscal Year not provided for report:*

Item 4 (Data Period) must contain an “X” in either “Prior Year”, “Current Year”, or “Future Year” for each 1921-3 report.

2. *Sections A & B (Page 1) not provided for Current Year:*

The data requested in Sections A & B must be provided for the “Current Year”, which refers to the company’s most recent fiscal year.

3. *Duplicate Sections A & B (Page 1) provided for Current Year:*

The actual costs reported on the 1921-3 report for the current year must be submitted on a single worksheet within the 1921-3 Excel file. Sections A and B (Page 1) must be completed for the “Current Year”.

4. *Sections A & B (Page 1) not provided for Prior Year:*

The data requested in Sections A & B must be provided for the “Prior Year”, which refers to the year preceding company’s most recent fiscal year.

5. *Sections A & B (Page 1) provided for multiple Prior Years:*

The actual costs reported on the 1921-3 report for the prior year must be submitted on a single worksheet within the 1921-3 Excel file. Sections A and B (Page 1) must be completed for the “Prior Year”.

6. *Sections A & B (Page 1) not provided for Future Years:*

The data requested in Sections A & B must be provided for the “Future Years”, which refers to the years subsequent to the company’s current year. Complete a separate copy of the first page (i.e., Sections A and B, with accompanying metadata) for each fiscal year.

7. *Sections A & B (Page 1) provided for fewer than three Future Years:*

The number of Future Years must reflect the number of years contained in the most current FPRP or FPRA document. In the absence of these documents or if the FPRP or FPRA contains less than three future years, estimates must be provided for three future years. Complete a separate copy of the first page (i.e., Sections A and B, with accompanying metadata) for each fiscal year.

8. *Sections C-F (Page 2) not provided:*

The data reported on Page 2 (sections C through F, and Remarks) of the 1921-3 report must be provided only once for the entire submission.

9. *Duplicate Sections C-F (Page 2) provided:*

The data reported on Page 2 (sections C through F, and Remarks) of the 1921-3 report must be provided only once for the entire submission.

10. *Duplicate Sections A & B (Page 1) provided for Fiscal Year:*

Separate copies of the first page (i.e., Sections A and B, with accompanying metadata) are required for each fiscal year. However, there should only be one “Page 1” per fiscal year.

11. *Dollars were reported but hours were not:*

For all dollars reported within the 1921-3 report, the associated hours must also be reported:

Page 1 (Sections A & B):

- Dollars reported in Column F (Direct Engineering Dollars), must have corresponding hours reported in Column G (Direct Engineering Hours).
- Dollars reported in Column I (Direct Manufacturing Operations Dollars), must have corresponding hours reported in Column J (Direct Manufacturing Operations Hours).
- Dollars reported in Column M (Direct Other Dollars), must have corresponding hours reported in Column N (Direct Other Hours).
- Dollars reported in Column P (Indirect Engineering Dollars) must have corresponding hours reported in Column Q (Indirect Engineering Hours).
- Dollars reported in Column S (Indirect Manufacturing Operations Dollars), must have corresponding hours reported in Column T (Indirect Manufacturing Operations Hours).
- Dollars reported in Column W (Indirect Other Dollars), must have corresponding hours reported in Column X (Indirect Other Hours).

- Dollars reported in Column Y (Indirect G&A Dollars), must have corresponding hours reported in Column Z (Indirect G&A Hours).

Page 2 (Sections C – F):

- Dollars reported in Columns C (1st Quarter Basic Rate \$) and D (1st Quarter Effective Rate \$), must have corresponding hours reported in Column B (1st Quarter Hours).
- Dollars reported in Columns C (2nd Quarter Basic Rate \$) and D (2nd Quarter Effective Rate \$), must have corresponding hours reported in Column B (2nd Quarter Hours).
- Dollars reported in Columns C (3rd Quarter Basic Rate \$) and D (3rd Quarter Effective Rate \$), must have corresponding hours reported in Column B (3rd Quarter Hours).
- Dollars reported in Columns C (4th Quarter Basic Rate \$) and D (4th Quarter Effective Rate \$), must have corresponding hours reported in Column B (4th Quarter Hours).

12. Hours were reported but dollars were not:

For all hours reported within the 1921-3 report, the associated dollars must also be reported:

Page 1 (Sections A & B):

- Hours reported in Column G (Direct Engineering Hours), must have corresponding dollars reported in Column F (Direct Engineering Dollars).
- Hours reported in Column J (Direct Manufacturing Operations Hours), must have corresponding dollars reported in Column I (Direct Manufacturing Operations Dollars).
- Hours reported in Column N (Direct Other Hours), must have corresponding dollars reported in Column M (Direct Other Dollars).

- Hours reported in Column Q (Indirect Engineering Hours) must have corresponding dollars reported in Column P (Indirect Engineering Dollars).
- Hours reported in Column T (Indirect Manufacturing Operations Hours), must have corresponding dollars reported in Column S (Indirect Manufacturing Operations Dollars).
- Hours reported in Column X (Indirect Other Hours), must have corresponding dollars reported in Column W (Indirect Other Dollars).
- Hours reported in Column Z (Indirect G&A Hours), must have corresponding dollars reported in Column Y (Indirect G&A Dollars).

Page 2 (Sections C – F):

- Hours reported in Column B (1st Quarter Hours), must have corresponding dollars reported in Columns C (1st Quarter Basic Rate \$) and D (1st Quarter Effective Rate \$).
- Hours reported in Column B (2nd Quarter Hours), must have corresponding dollars reported in Columns C (2nd Quarter Basic Rate \$) and D (2nd Quarter Effective Rate \$).
- Hours reported in Column B (3rd Quarter Hours), must have corresponding dollars reported in Columns C (3rd Quarter Basic Rate \$) and D (3rd Quarter Effective Rate \$).
- Hours reported in Column B (4th Quarter Hours), must have corresponding dollars reported in Columns C (4th Quarter Basic Rate \$) and D (4th Quarter Effective Rate \$).

13. Ratio of dollars to hours implies relative scale may be incorrect:

If the calculated labor rate exceeds \$1,000/hour, cPet will generate a warning. If the rate is correct, the contractor should include an explanation in the Remarks section.

14. *Hours were reported but workers were not:*

For all hours reported within the 1921-3 report, the associated number of workers must also be reported:

Page 1 (Sections A & B):

- Hours reported in Column G (Direct Engineering Hours), must have corresponding workers reported in Column E (Direct Engineering Workers).
- Hours reported in Column J (Direct Manufacturing Operations Hours), must have corresponding workers reported in Column H (Direct Manufacturing Operations Workers).
- Hours reported in Column N (Direct Other Hours), must have corresponding workers reported in Column L (Direct Other Workers).
- Hours reported in Column Q (Indirect Engineering Hours) must have corresponding workers reported in Column O (Indirect Engineering Workers).
- Hours reported in Column T (Indirect Manufacturing Operations Hours), must have corresponding workers reported in Column R (Indirect Manufacturing Operations Workers).
- Hours reported in Column X (Indirect Other Hours), must have corresponding workers reported in Column V (Indirect Other Workers).

Page 2 (Sections C – F):

- Hours reported in Column B (1st Quarter Hours), must have corresponding workers reported in Column A (1st Quarter Workers).
- Hours reported in Column B (2nd Quarter Hours), must have corresponding workers reported in Column A (2nd Quarter Workers).
- Hours reported in Column B (3rd Quarter Hours), must have corresponding workers reported in Column A (3rd Quarter Workers).

- Hours reported in Column B (4th Quarter Hours), must have corresponding workers reported in Column A (4th Quarter Workers).

15. *Workers were reported but hours were not:*

For all workers reported within the 1921-3 report, the associated number of hours must also be reported:

Page 1 (Sections A & B):

- Workers reported in Column E (Direct Engineering Workers), must have corresponding hours reported in Column G (Direct Engineering Hours).
- Workers reported in Column H (Direct Manufacturing Operations Workers), must have corresponding hours reported in Column J (Direct Manufacturing Operations Hours).
- Workers reported in Column L (Direct Other Workers), must have corresponding hours reported in Column N (Direct Other Hours).
- Workers reported in Column O (Indirect Engineering Workers), must have corresponding hours reported in Column Q (Indirect Engineering Hours).
- Workers reported in Column R (Indirect Manufacturing Operations Workers), must have corresponding hours reported in Column T (Indirect Manufacturing Operations Hours).
- Workers reported in Column V (Indirect Other Workers), must have corresponding hours reported in Column X (Indirect Other Hours).

Page 2 (Sections C – F):

- Workers reported in Column A (1st Quarter Workers), must have corresponding hours reported in Column B (1st Quarter Hours).
- Workers reported in Column A (2nd Quarter Workers), must have corresponding hours reported in Column B (2nd Quarter Hours).

- Workers reported in Column A (3rd Quarter Workers), must have corresponding hours reported in Column B (3rd Quarter Hours).
- Workers reported in Column A (4th Quarter Workers), must have corresponding hours reported in Column B (4th Quarter Hours).

16. Hours per worker exceeds 2500 hours per year. Remarks required:

If the number of workers is divided by the number of hours, and the number of hours per employee is greater than 2500 per year, cPet will generate a warning. An explanation in the Remarks section should be included.

17. Ratio of hours to workers implies relative scale may be incorrect:

If the calculated hours per worker exceed 10,000 hours, cPet will generate a warning. If the figure is correct, the contractor should include a comment in the Remarks section.

18. A/F column indicates anticipated business (A) for past or current year:

Column A/F within the “Direct Costs by Program” in Section A, should not contain an “A” for “Anticipated Business” on a 1921-3 report designated as a “Prior Year” or “Current Year” in Item 4 (Data Period). Anticipated business should only be reported on a 1921-3 report designated as “Future Year”.

19. Contract Number reported as 'Multiple'. Attachment required:

If Column B (Contract Number) in Section A of the 1921-3 report contains the word “Multiple” instead of listing each contract number individually, the contractor should include an attachment as a separate tab within the 1921-3 file that lists each contract number for a given program.

20. Dollars were reported for Manufacturing Operations but Equivalent Units were not reported:

For all dollars reported in Column I (Direct Manufacturing Operations), equivalent units must be reported in Column C (Equivalent Units).

21. Reported figure is negative:

Negative values are not permitted on the 1921-3 report unless accompanied by a comment in the Remarks section.

22. Cost for Other DoD Effort is greater than or equal to 10% of total cost. Remarks required:

If costs reported in Line 11 (Other DoD Effort) are greater than or equal to 10% or more of the total dollars in Line 14 (Total Direct Costs and Hours Base), details of the composition of these lines must be provided in the Remarks section.

23. Cost for Other Government Effort is greater than or equal to 10% of total cost. Remarks required:

If costs reported in Line 12 (Other Government Effort) are greater than or equal to 10% or more of the total dollars in Line 14 (Total Direct Costs and Hours Base), details of the composition of these lines must be provided in the Remarks section.

24. Cost for Commercial Effort is greater than or equal to 10% of total cost. Remarks required:

If costs reported in Line 13 (Commercial Effort) are greater than or equal to 10% or more of the total dollars in Line 14 (Total Direct Costs and Hours Base), details of the composition of these lines must be provided in the Remarks section.

25. Reported column total does not match calculated total:

For each reported "Total" line of cost in Section A on the 1921-3 report, the value must be equal to the sum of the costs reported in the lines above it:

- Dollars reported in Line 14 (Total Direct Cost and Hours Base), Column F (Direct Engineering Dollars), must be equal to the sum of Lines 1 – 13.
- Hours reported in Line 14 (Total Direct Cost and Hours Base), Column G (Direct Engineering Hours), must be equal to the sum of Lines 1 – 13.
- Dollars reported in Line 14 (Total Direct Cost and Hours Base), Column I (Direct Manufacturing Operations Dollars), must be equal to the sum of Lines 1 – 13.
- Hours reported in Line 14 (Total Direct Cost and Hours Base), Column J (Direct Manufacturing Operations Hours), must be equal to the sum of Lines 1 – 13.
- Dollars reported in Line 14 (Total Direct Cost and Hours Base), Column M (Direct Other Dollars), must be equal to the sum of Lines 1 – 13.
- Hours reported in Line 14 (Total Direct Cost and Hours Base), Column N (Direct Other Hours), must be equal to the sum of Lines 1 – 13.

26. *Reported Workers column total does not match calculated total. Remarks may be required:*

The total number of workers reported in Line 14a (Total Direct Workers) must be equal to the sum of the workers reported in the lines above it:

- Workers reported in Line 14a (Total Direct Workers), Column E (Direct Engineering Workers), must be equal to the sum of Lines 1 – 13.
- Workers reported in Line 14a (Total Direct Workers), Column H (Direct Manufacturing Operations Workers), must be equal to the sum of Lines 1 – 13.

- Workers reported in Line 14a (Total Direct Workers), Column L (Direct Other Workers), must be equal to the sum of Lines 1 – 13.

27. Costs reported for Other functional category. Remarks required:

If the contractor reports cost, hours or manpower for an additional functional category in Columns L (Direct Other Workers), M (Direct Other Dollars), or N (Direct Other Hours), the other functional cost categories must be identified in the Remarks section.

28. Cost for Other Miscellaneous is greater than or equal to 10% of total cost. Remarks required:

If reported costs or hours in Line 25 (Other Miscellaneous) in Columns P, Q, S, T, U, W, X, Y, or Z are more than 15% of the hour or dollar totals provided in Lines 27 or 28, details on the composition of Line 25 (Other Miscellaneous) must be provided in the Remarks section.

29. Reported column total does not match calculated total:

For each reported “Total” line of cost in Section B on the 1921-3 report, the value must be equal to the sum of the costs reported in the lines above it:

- Dollars reported in Line 27 (Total Indirect Cost and Hours), Column P (Indirect Engineering Dollars), must be equal to the sum of Lines 15 - 26.
- Hours reported in Line 27 (Total Indirect Cost and Hours), Column Q (Indirect Engineering Hours), must be equal to the sum of Lines 15 – 26.
- Dollars reported in Line 27 (Total Indirect Cost and Hours), Column S (Indirect Manufacturing Operations Dollars), must be equal to the sum of Lines 15 - 26.
- Hours reported in Line 27 (Total Indirect Cost and Hours), Column T (Indirect Manufacturing Operations Hours), must be equal to the sum of Lines 15 – 26.

- Dollars reported in Line 27 (Total Indirect Cost and Hours), Column U (Indirect Material Dollars), must be equal to the sum of Lines 15 - 26.
- Dollars reported in Line 27 (Total Indirect Cost and Hours), Column W (Indirect Other Dollars), must be equal to the sum of Lines 15 - 26.
- Hours reported in Line 27 (Total Indirect Cost and Hours), Column X (Indirect Other Hours), must be equal to the sum of Lines 15 – 26.
- Dollars reported in Line 28 (Total G&A Cost and Hours), Column Y (Indirect G&A Dollars), must be equal to the sum of Lines 15 – 26.
- Hours reported in Line 28 (Total G&A Cost and Hours), Column Z (Indirect G&A Hours), must be equal to the sum of Lines 15 – 26.

30. *Indirect/Direct cost rate does not match calculated cost rate. Remarks required.*

Line 29 (Indirect/Direct Cost Rate) is calculated by dividing the indirect costs in Line 27 (Total Indirect Cost and Hours) by the direct costs in Line 14 (Total Direct Cost and Hours). If the calculated number is different from the contractor calculated rate, which may have applied another methodology for calculating indirect rates, then cPet will provide a “warning” and the contractor must provide the methodology used and calculations in the Remarks section.

31. *G&A/(Direct+Indirect) cost rate does not match calculated cost rate. Remarks required:*

Line 30 (G&A Rate/(Direct + Indirect) is calculated in Column Y (Indirect G&A Dollars) by dividing the G&A costs in Line 28 (Total G&A Cost and Hours), Column Y (Indirect G&A Dollars), by the total direct (Line 14, Columns F, I, K, and M) and indirect costs (Line 27, Columns P, S, U, and W). The contractor is permitted to calculate G&A using a different methodology, as long as they provide the method and calculation in the Remarks section.

32. *Labor rates from Section D do not match labor costs from Sections A. Remarks may be required:*

The labor rates reported in Section D, “Direct Labor Rates” should be the same as labor costs reported in Section A, “Direct Cost Categories”. If not, cPet will generate a warning and the contractor should include an explanation in the Remarks section.

33. *Number of Shifts is outside expected range (between 1 and 3). Remarks required.*

In Section C, the “Number of Shifts” should be the average number of shifts operating in the FPR unit for the current fiscal year. Average is defined here as the sum of the numbers of shifts at the end of each month divided by the number of months being reported. If the average number of shifts is outside of the expected range, between 1 and 3 shifts, provide additional explanation in the Remarks section.

34. *Total FPR Unit Revenue not reported:*

In Section E, the “Total FPR Unit Revenue Sales” must be reported in thousands of dollars for current and prior years.

35. *Combined costs exceed Total FPR Unit Revenue. Remarks may be required:*

In Section E, “Total FPR Unit Revenue Sales” should not exceed costs--if applicable, for a certain fiscal year. By taking the sum of all direct (Section A, Line 14, Columns F, I, K, and M) and indirect (Section B, Line 27, Columns P, S, U, and W, Line 28, Column Y) costs from the page 1 for the prior or current year, and checking that the sum of all costs on page 1 does not exceed FPR Unit Revenue for the prior or current year. Thus, if a large loss is reported, the contractor could be asked to ensure this is correct and to provide an explanation in the Remarks section.

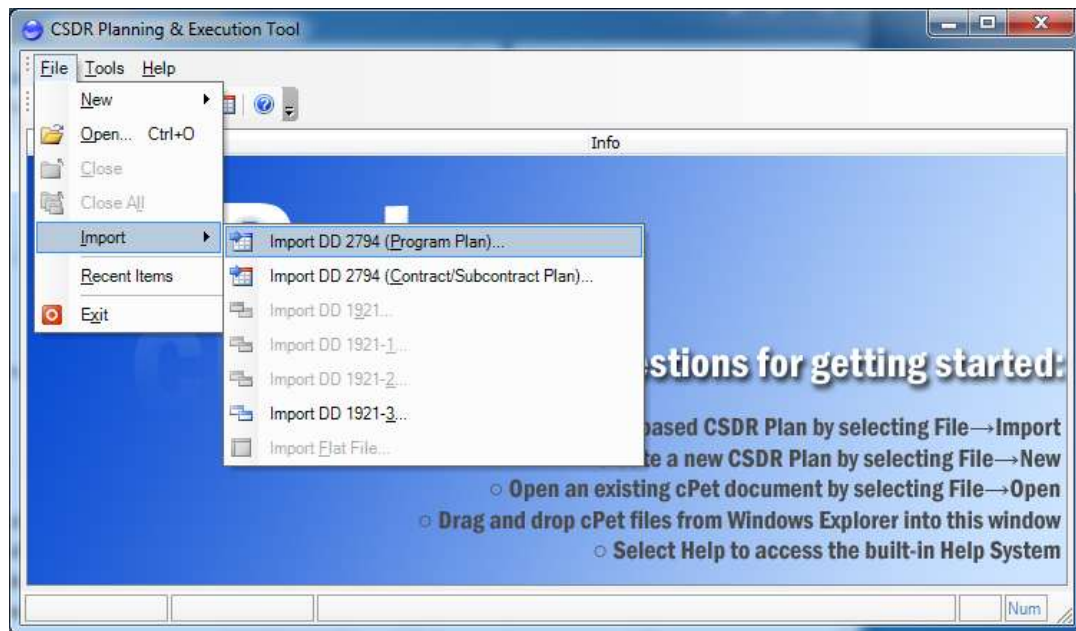
3. Dialogs

3.1 Plan Dialogs

3.1.1 Import Plans



The Import dialog allows you to select which type of plan you want to import. All documents must be in Excel format. An XML equivalent will be created upon importing the document:

1. Navigate to **File → Import**, and select the type of plan you want to Import:

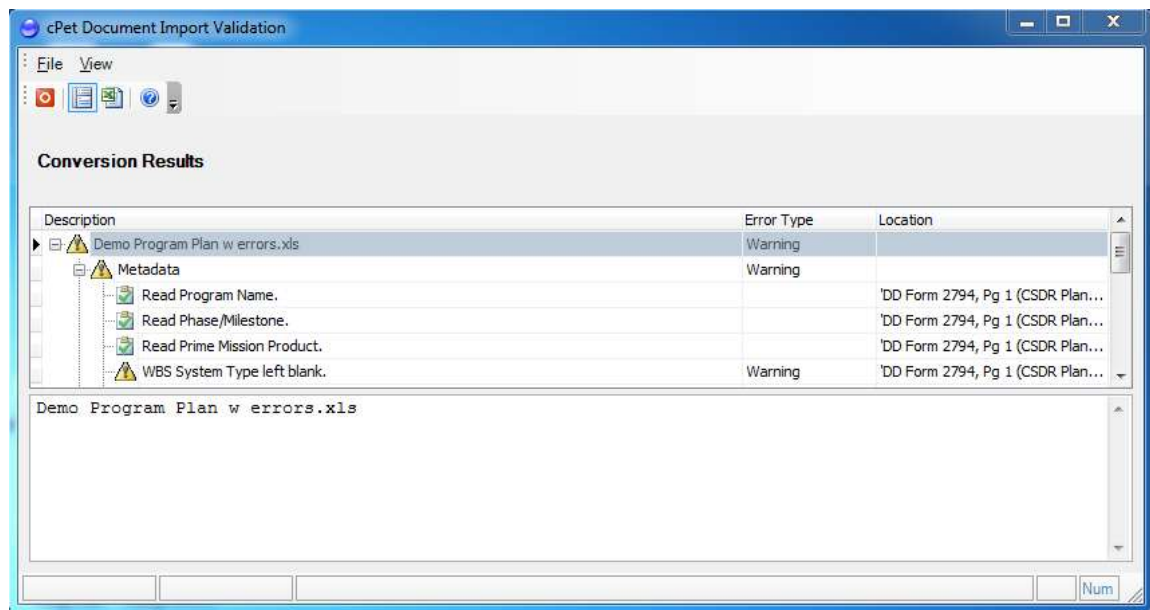


3.1.2 Conversion Results


The Conversion Results dialog appears immediately after importing a document. The window contains a checklist of fields that were or were not successfully imported into cPet. The Conversion Results are specific to cPet importing the file. The Conversion Results do

not represent errors within the reported data. The green checks  indicate that the data imported correctly, and the yellow warnings  indicate errors. Review this validation window to anticipate some of the problems that will be seen when comparing the Excel file to the data which imported into cPet:

1. As soon as a file is selected, the Conversion Results dialog will appear:



2. The following fields will be displayed:
 - a. **Description:** This column contains a list of all the fields cPet reviewed to ensure that the information imported.
 - b. **Error Type:** For fields that did not import or fields that were left blank in the Excel file, the Error Type is marked as a warning.
 - c. **Location:** This references the problematic area on the Excel file. The sheet name is listed in quotations, followed by the column and row numbers.
 - d. **Reading Pane:** The bottom portion of the window is dedicated to the error log description. For each field (whether it is marked with a green check or a yellow warning), cPet displays details pertaining to the selected field. The

value found on the Excel file is listed. You can hide this Reading Pane by clicking the  icon at the top of the window.

3. The following table lists possible errors that may occur when importing a 2003, 2007, or 2011 Program, Contract, or Subcontract plan:

Conversion Results for DD Form 2794			
Error	Fix for 2003 Version	Fix for 2007 Version	Fix for 2011 Version
<i>Metadata</i>	An error occurred with one or more of the Basic Information fields (Items 1a through 9). See the error descriptions below.	An error occurred with one or more of the Basic Information fields (Items 1a through 9). See the error descriptions below.	An error occurred with one or more of the Basic Information fields (Items 1a through 10). See the error descriptions below.
Program Name left blank	Fill in Item 1a.	Fill in Item 1a.	Fill in Item 1a.
Prime Mission Product left blank	N/A	Fill in Item 1b.	Fill in Item 1c.
Milestone left blank	Fill in Item 1b.	Fill in Item 1c.	Fill in Item 1b.
Milestone/Submission Type contains one or more cells with a formula that could not be evaluated properly.	This error often occurs when there is a formula referencing another sheet in Excel. Delete the formula and mark the box with a "X" and re-import, or mark selection within cPet.	This error often occurs when there is a formula referencing another sheet in Excel. Delete the formula and mark box with a "X" and re-import, or mark selection within cPet.	This error often occurs when there is a formula referencing another sheet in Excel. Delete the formula and mark box with a "X" and re-import, or mark selection within cPet.
Milestone/Submission Type contains multiple check marks.	One or more box is checked in this field. Revise Excel document and re-	One or more box is checked in this field. Revise Excel document and re-	One or more box is checked in this field. Revise Excel document and re-

	import, or select correct item within cPet.	import, or select correct item within cPet.	import, or select correct item within cPet.
Weapon System Type (MIL_STD- 881 Appendix Used) left blank	Fill in Item 2a.	Fill in Item 2.	Fill in Item 2.
Weapon System Type (MIL_STD- 881 Appendix Used) does not appear to contain a valid MIL-HDBK- 881 specification	The Weapon System Type must be one of the following nine items: Surface Vehicle System, Space System, Sea System, Ordnance System, Missile System, Electronic/Automat ed Software System, Aircraft System, UAV System, or System of Systems.	The Weapon System Type must be one of the following nine items: Surface Vehicle System, Space System, Sea System, Ordnance System, Missile System, Electronic/Automat ed Software System, Aircraft System, UAV System, or System of Systems.	The Weapon System Type must be one of the following nine items: Surface Vehicle System, Space System, Sea System, Ordnance System, Missile System, Electronic/Automat ed Software System, Aircraft System, UAV System, or System of Systems.
Submission Type left blank	Fill in Item 3.	Fill in Item 3.	Fill in Item 3.
Date As Of left blank	Fill in Item 4.	N/A	N/A
Report Date left blank	Fill in Item 5.	N/A	N/A
Date As Of/Report Date does not contain a valid date	Dates must be in the MM/DD/YYYY format. Dates cannot be left as N/A.	N/A	N/A
Current Submission Date left blank	N/A	Fill in Item 4.	Fill in Item 4.
Last Approved Plan Date left blank	N/A	Fill in Item 5.	Fill in Item 5.

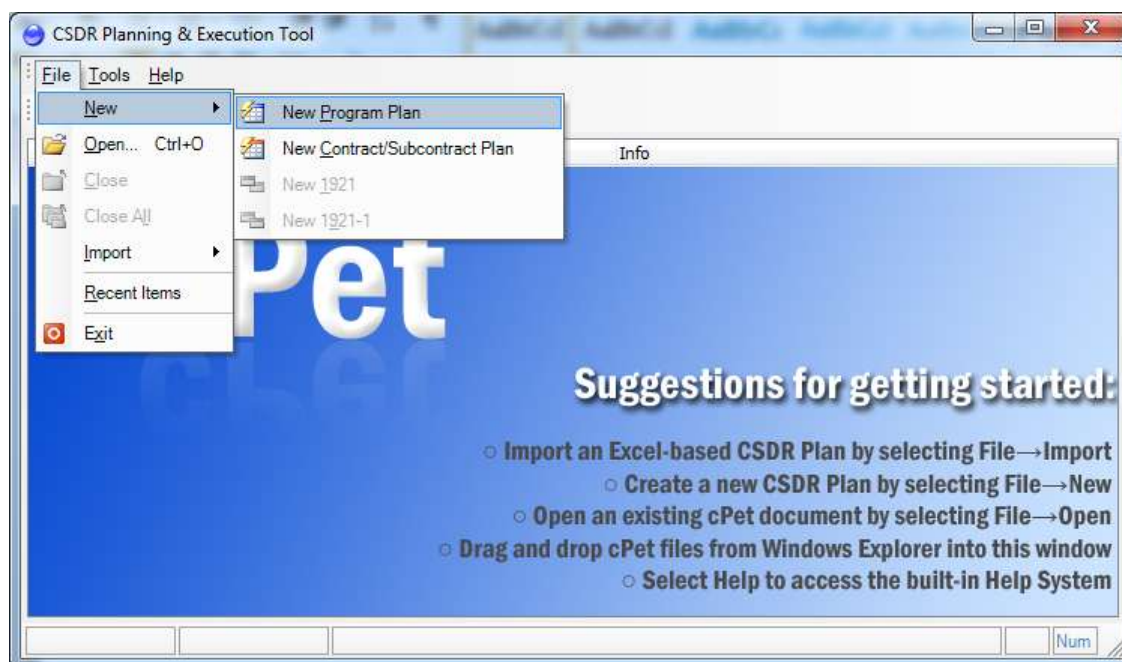
Last Approved Plan Date does not contain a valid date	N/A	Dates must be in YYYYMMDD format. Dates cannot be left as N/A.	Dates must be in YYYYMMDD format. Dates cannot be left as N/A.
Name/Address does not appear to contain a valid combination of city, state, and zip code	Most likely cause for this error is incorrect format or placement of address on Excel file. See Importing Errors to Avoid for more information. Also note that states must be abbreviated (e.g. "California" must be written as "CA.")	Most likely cause for this error is incorrect format or placement of address on Excel file. See Importing Errors to Avoid for more information. Also note that states must be abbreviated (e.g. "California" must be written as "CA.")	Most likely cause for this error is incorrect format or placement of address on Excel file. See Importing Errors to Avoid for more information. Also note that states must be abbreviated (e.g. "California" must be written as "CA.")
Name/Address left blank	Fill in Item 6a.	Fill in Item 6a.	Fill in Item 6a.
Telephone Number left blank	Fill in Item 6b.	Fill in Item 6b.	Fill in Item 6b.
Fax Number left blank	Fill in Item 6c.	Fill in Item 6c.	Fill in Item 6c.
Email Address left blank	Fill in Item 6d.	Fill in Item 6d.	Fill in Item 6d.
Plan Type left blank	N/A	N/A	Fill in Item 7.
Preparing Organization left blank	Fill in Item 8.	Fill in Item 8.	Fill in Item 8.
Review and Reference Number left blank	Fill in Item 9.	N/A	N/A
Approved Plan Number left blank	N/A	Fill in Item 9.	Fill in Item 10.
Contract Number left blank	Fill in the Contract Number in column 13 on the row	Fill in the Contract Number in column 12b on the row	Fill in Item 9b.

	corresponding to the first WBS item.	corresponding to the first WBS item.	
<i>WBS</i>	There must be at least one element in Item 11.	There must be at least one element in Item 11.	There must be at least one element in Item 11.
Summary Element Missing	All summary elements must be accounted for. If a summary element is misspelled, cPet will not recognize it as a summary element, and this warning will appear.	All summary elements must be accounted for. If a summary element is misspelled, cPet will not recognize it as a summary element, and this warning will appear.	All summary elements must be accounted for. If a summary element is misspelled, cPet will not recognize it as a summary element, and this warning will appear.
WBS Element has a blank WBS Element Code	Fill in column 10a for program plans, and column 10b for contract plans	Fill in column 10a for program plans, and column 10b for contract plans	Fill in column 11a for program plans, and column 11b for contract plans
WBS Element has a blank WBS Element Name	Fill in column 11 for all WBS elements	Fill in column 11 for all WBS elements	Fill in column 12 for all WBS elements
Required Reports for WBS Element contains invalid text	Text in columns 14a-d should be "X" or "N/A"	Text in columns 13a-e should be "X" or "N/A"	Text in columns 13a-f should be "X" or "N/A"
<i>Submissions</i>	There must be at least one submission event in Item 15.	There must be at least one submission event in Item 14.	There must be at least one submission event in Item 14.
As Of Date/Due Date for Submission Event does not contain a valid date	Dates must be in the MM/DD/YYYY format to import correctly. Dates cannot be marked TBD. An example of an invalid date is 4/31/2005, where April has only 30	Dates must be in the YYYYMMDD format to import correctly. Dates cannot be marked TBD. An example of an invalid date is 20050431, where April has only 30	Dates must be in the YYYYMMDD format to import correctly. Dates cannot be marked TBD. An example of an invalid date is 20050431, where April has only 30

	days.	days.	days.
Event Forms for Submission Event does not appear to contain any valid form names	Possible submission event forms (Item 15b) are 1921, 1921-1, 1921-2, 2630-2, and 2630-3.	Submission event forms (Item 14b) must be valid.	Submission event forms (Item 14b) must be valid.

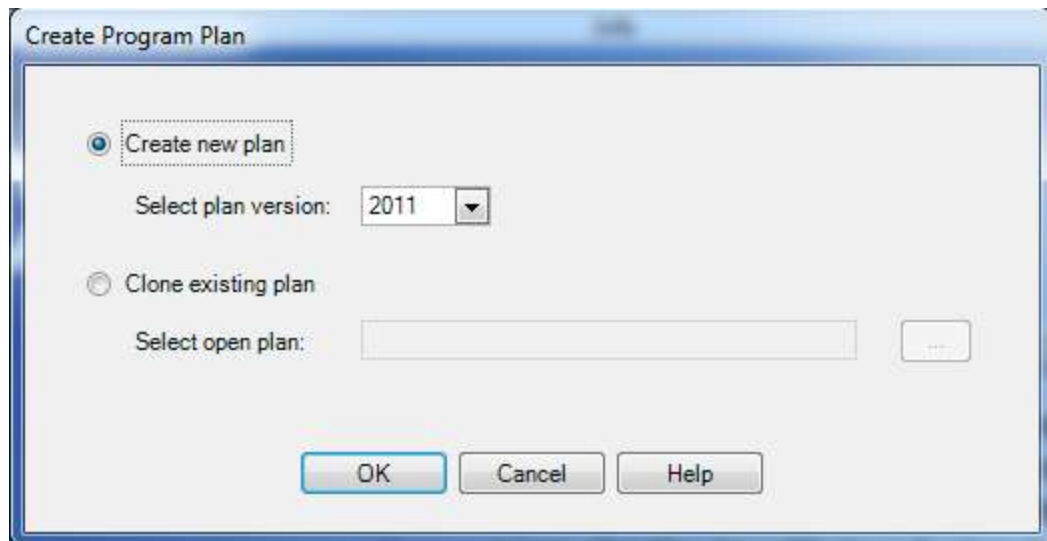
3.1.3 Create Plans

The Create Plans dialog in cPet can be accessed by navigating to **File → New → Program Plan or Contract/Subcontract Plan**:



3.1.3.1 Create Program Plan

1. Once the user selects **New Program Plan**, the following options will be displayed:

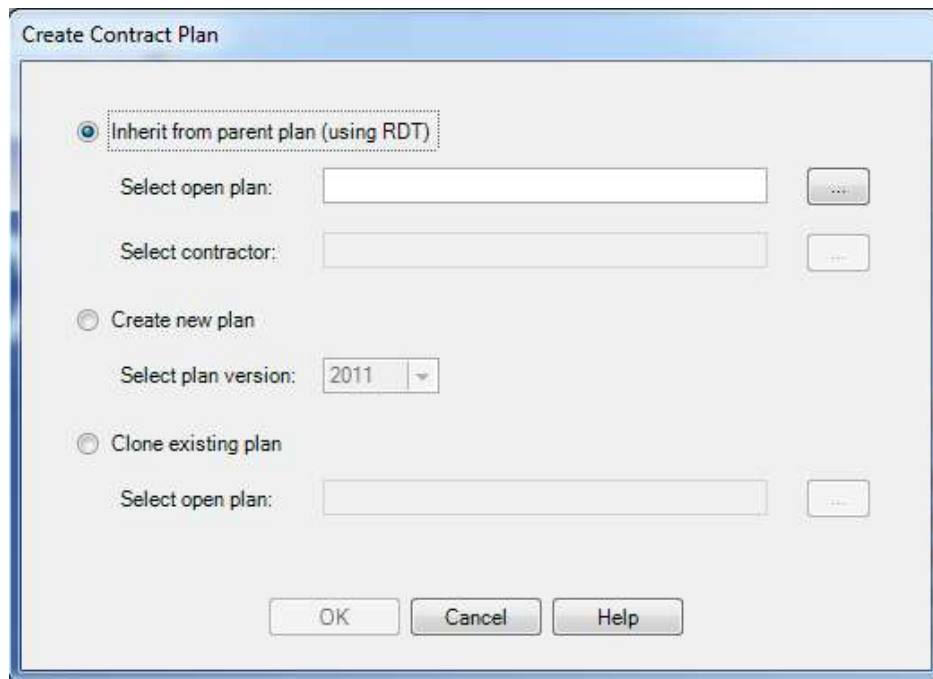


- a. **Create New Plan:** Select this option to create a new Program Plan from scratch. Choose which plan version (2003, 2007, or 2011) to use.
- b. **Clone Existing Plan:** Select this option to create a copy of an existing program plan that is open in cPet. Click the "..." button to pop up the [Select Plan](#) dialog to choose the appropriate plan.

➡ View [Create Program Plan](#) Tutorial

3.1.3.2 Create Contract/Subcontract Plan


1. Once the user selects **New Contract Plan**, the following options will be displayed:



- a. **Inherit From Parent Plan (Using RDT):** Choose this option if you would like to create a new Contract Plan based on a Program Plan's RDT. Alternatively, you can create a new Subcontract Plan based on a Contract Plan's RDT.
- b. **Create New Plan:** Select this option to create a new Contract or Subcontract Plan from scratch. Choose which plan version (2003, 2007, or 2011) to use.
- c. **Clone Existing Plan:** Select this option to create a copy of an existing program plan that is open in cPet. Click the "... " button to pop up the [Select Plan](#) dialog to choose the appropriate plan.

➡ View [Create Contract Plan](#) Tutorial


3.1.4 Basic Info

With the plan highlighted in the main cPet window, the Basic Info Dialog for the Program, Contract, and Subcontract Plans can be accessed via the  Basic Info icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required header information, or

“metadata” fields, on the plan. For more information on how to edit the fields in the Basic Info, see the [Edit Basic Info](#) tutorial. See below for a description of each field:

2. Basic Information Tab:

- a. **Plan Type:** Select according to whether the plan is a Program Plan, Contract Plan, or Subcontract Plan. The plan type is determined based on the selection to import/create a Program Plan or Contract Plan from the File menu in cPet. For imported Contract Plans, cPet reads the Excel file to determine if the plan is a prime contract or a subcontract. For new Contract Plans, the default plan type is "Prime Contract." If you are creating a new Subcontract Plan, you must mark the "subcontract" radio button in the Basic Info.

 *Tip: For 2003 plans, the Plan Type will be marked as Program or Contract (Subcontract Plans will be marked as "contract" as well).*

- b. **Program Name:** The specific MDAP program name.
- c. **Phase/Milestone:** Choose the specific phase or milestone of the plan from the following list:
 - i. Pre-A (Material Solution Analysis; Found only on 2011 plans)
 - ii. A (Technology development)
 - iii. B (Engineering and Manufacturing Development)
 - iv. C-LRIP (Low-Rate Initial Production)
 - v. C-FRP (Production and Deployment - Full-rate Production)
 - vi. O&S (Operations and Support; Found only on 2011 plans)
- d. **WBS System Type:** Within the Basic Info toolbar at the top of the screen, the user can choose either “MIL-HDBK-881A” or “MIL-STD-881C” as the WBS version. Then choose the specific WBS type from the following list:
 - i. Aircraft System
 - ii. Electronic System

- iii. Missile System
 - iv. Ordnance System
 - v. Sea System
 - vi. Space System
 - vii. Surface Vehicle System
 - viii. Unmanned Air Vehicle System
 - ix. Unmanned Maritime Vehicle System (881C Only)
 - x. Launch Vehicle System (881C Only)
 - xi. Automated Information System (881C Only)
 - xii. System of Systems
- e. **Prime Mission Product:** Is specific to the 2007 and 2011 plans only, and is the military designation or the type of product.
- f. **Initial Submission/Change:** Select “Initial Submission” if this is the first version of the plan. Select “Change” if this is a revised version of an existing approved plan.
- g. **Preparing Organization:** The government organization of Program Office that is responsible for the plan.
- h. **Approved Plan Number:** The approved CSDR plan number provided by the DCARC.
- i. **Current Submission Date:** The date that the plan was submitted for DCARC approval by the preparing organization, or government Program Office.
- j. **Last Approved Plan Date:** If “Change” is selected, signifying that the plan is a revised version of an already approved plan, then the date of CAPE approval of the most recent approved plan should be included.

- k. **Point of Contact:** The name, address, phone number, and email of the individual responsible for sending the plan forward for DCARC and CAPE approval.
3. **Contract Information Tab:** This tab is only available for Contract and Subcontract Plans:
- a. **Contract Number:** The prime contract number associated with the reporting contractor's awarded effort.
 - b. **Appropriation:** The type of federal government funding allocated for the prime contract. Select an appropriation type from the following list:
 - i. RDT&E
 - ii. Procurement
 - iii. O&M
 - c. **Required Reports:** Designates whether or not the DD 1921-3 Form (Contractor Business Data Report) is required for the contract. This requirement is specific to the 2011 version of the plan only.
 - d. **Performing Organization:** The name of the performing organization or contractor responsible for submitted cost reports directly to the DCARC. The organization's name and address should be included. If the plan is created prior to contract award, the performing organization name can be entered as "TBD".
 - e. **Division:** The specific division of the performing organization or contracting firm that will be responsible for performing the effort on the contract and submitting cost reports to the DCARC.

4. **DD 2794 Narrative Text:** This tab contains different information for both the Program Plan and Contract/Subcontract Plans:

a. **Program Plan Narrative Text:**

i. **Program Overview and Contracting Approach:**

1. **Program Overview:** Use available descriptive information such as that found in Section 1.0, System Overview, of the Cost Analysis Requirements Description (CARD).
2. **Contracting Approach:** Use available information such as that found in Section 8.0, Acquisition Plan and/or Strategy, of the CARD to explain or clarify the approaches that guided CSDR Plan development.
3. **Quantity Overview:** Use available information such as that found in Section 4.0, Quantity Requirements, of the CARD to summarize the quantities and nature of the units being developed or manufactured for each contract.

b. **Contract/Subcontract Plan Narrative Text:**

- i. **Nonrecurring/Recurring Definitions:** Refer to the specific definitions and requirements in the CSDR Manual (DoD 5000.04-M-1) and the definitions in the DIDs for the DD Forms 1921, 1921-1, 1921-4, and 1921-2. Any refinements or expansions of these definitions must be agreed to in the pre-contract or post contract award conference between the PM/CWIPT and the reporting contractor and approved by the OSD DDCA before being incorporated into the CSDR Plan. If the CSDR Plan is submitted before the pre-contract or post contract award conference, enter “The contractor will utilize the specific definitions and requirements in the CSDR Manual (DoD 5000.04-M-1) and the definitions in the DIDs for the DD Forms 1921, 1921-1, 1921-4, and 1921-2 to segregate recurring and nonrecurring costs. Refinements or expansions to these definitions are TBD pending the pre-contract or post contract award conference.” Otherwise, in place of the final sentence, enter the

refinements or expansions agreed upon at the conference or enter “There are no refinements or expansions to these definitions warranted” as applicable.

ii. **Cost Accounting Standards (CAS) Disclosure Statement**

Differences: Contractors are required to follow the accounting procedures specified in their CAS Disclosure Statement. As part of the pre/post award conference, the CWIPT and the contractor will review the CAS Disclosure Statement in conjunction with the reporting requirements contained in the DD 1921-1, DD 1921-4, and DD 1921-2 DIDs and related formats. This review will address the need for mapping from the contractor’s accounting system into the required contractor cost data reporting (CCDR) functional categories. If the plan is submitted before the pre-contract or post contract award conference, enter “TBD” (for “to be determined”). Otherwise enter the results of the review, as applicable.

- iii. **1921-3 Contractor Business Data Report:** The following text must be included in all CSDR contract/subcontract plans: “The DD Form 1921-3 is a mandatory requirement for all prime contractors and subcontractors performing work on contracts which contain CSDR requirements. As such, the contractor must ensure that its FPR business entity submits a completed DD Form 1921-3 within 60 days subsequent to the end of the contractor’s fiscal year. Only one DD Form 1921-3 submission is required per FPR business entity, independent of the number of contracts with CSDR requirements held by the business entity. This is not a contract-specific deliverable. The contractor must ensure that the requirement is being fulfilled at the FPR business level while any CSDR requirements are being fulfilled at a contract level.”


iv. **1921-2 Progress Curve Report (if required):**

1. *Unit or Lot Reporting:* The CWIPT is responsible for determining for cost estimating purposes whether unit or lot reporting is

appropriate for the DD Form 1921-2, Progress Curve Report. This reporting requirement applies only to the prime contractors or subcontractors that actually develop and produce an end item rather than procuring it from another source. Specify whether the 1921-2 will be reported by unit or lot and add amplifying instructions as applicable.

2. *Product Characteristics*: The CWIPT is responsible for specifying the key physical, technical, and performance characteristics for the WBS element(s) being reported (e.g., weight, range, and speed). These characteristics must be related to the cost and hours data being reported and, as such, be useful for cost estimating purposes. Classified characteristics are excluded from this requirement. Identify the specific unclassified characteristics and related metrics (e.g., weight, range, and speed) for each prime, associate, or subcontractor expected to meet the CCDR reporting thresholds. If a specific contractor or subcontractor is not yet known, enter “TBD” (for “to be determined”), the WBS elements, and expected technical characteristics. Airframe weight is a mandatory requirement for aircraft contracts. Enter the specific product characteristics and amplifying instructions, as applicable.

3.1.5 WBS Editor

With the plan highlighted in the main cPet window, the WBS Editor Dialog for the Program, Contract, and Subcontract Plans can be access via the  WBS Editor icon on the cPet toolbar. Within this dialog, the user can view and edit all of the WBS Elements and DD Form requirements. For more information on how to edit the fields in the WBS Editor, see the [Edit the WBS](#) tutorial:











The screenshot shows the 'WBS Editor' window for a contract plan. The left pane displays a hierarchical tree of WBS elements. The right pane shows a table with the following columns: WBS Element Name, Parent Plan WBS Element Code, WBS Element Code, N/A, CWBS Dict., 1921, 1921-1, and 1921-2. The table contains data for various elements like 'Space System', 'SEIT/PM and Ot...', 'Space Vehicle (1...', 'SEIT/PM an...', 'Spacecraft Bus', 'Integrati...', 'Telemetr...', 'Communicati...', 'Commun...', 'UHF ...', 'KA A...', 'Payload', 'Lega...', 'KA t...', 'Booster Ada...', 'Space Vehid...', and 'Launch Syst...'. Each row has checkboxes in the 'N/A', 'CWBS Dict.', '1921', '1921-1', and '1921-2' columns.












WBS Element Name	Parent Plan WBS Element Code	WBS Element Code	N/A	CWBS Dict.	1921	1921-1	1921-2
Space System	1.0	1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM and Ot...	1.1	1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehicle (1...	1.2	1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEIT/PM an...	1.2.1	1.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spacecraft Bus	1.2.2	1.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrati...	1.2.2.1	1.2.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telemetr...	1.2.2.2	1.2.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communicati...	1.2.3	1.2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commun...	1.2.3	1.2.3.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UHF ...	1.2.3	1.2.3.1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KA A...	1.2.3	1.2.3.1.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payload	1.2.3	1.2.3.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lega...	1.2.3	1.2.3.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KA t...	1.2.3	1.2.3.2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Booster Ada...	1.2.4	1.2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Vehid...	1.2.5	1.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Syst...	1.2.6	1.2.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


1. **WBS Element Name:** Matches the element name listed on the plan.
2. **Parent Plan WBS Element Code:** Matches the corresponding element code from the inherited Program Plan or Contract Plan.
3. **WBS Element Code:** Matches the corresponding element code listed on the plan.
4. **Required Forms:** The table below compares the report names across different versions of the DD 2794. The naming conventions between the versions may be slightly different, and some versions may have columns for additional reports:


2003	2007	2011
	CWBS Dict.	CWBS Dict.
1921	1921	1921
1921-1P1	1921-1	1921-1
1921-1P2	1921-2	1921-2
2630	SRDR	SRDR


		1921-4
--	--	--------

- a. **N/A:** Selecting “N/A” removes the requirement for the 1921, 1921-1, 1921-2, 1921-4, and SRDR.
 - b. **CWBS Dict.:** The “CWBS Dictionary” is required for all WBS elements, regardless of whether or not there is a requirement for cost reports.
 - c. **1921:** The requirement for the DD 1921 Form: Cost Data Summary Report.
 - d. **1921-1:** The requirement for the DD 1921-1 Form: Functional Cost – Hour Report.
 - e. **1921-2:** The requirement for the DD 1921-2 Form: Progress Curve Report.
 - f. **1921-4:** The requirement for the DD 1921-4 Form: Contractor Sustainment Report.
 - g. **SRDR:** The requirement for the SRDR: Software Resource Data Report.
5. In order to edit the WBS, the following icons are available within the WBS Editor to add/remove/move the WBS elements:
- a.  Undo
 - b.  Redo
 - c.  Add a sibling to the selected element
 - d.  Add a child to the selected element
 - e.  Delete an item
 - f.  Copy a WBS element
 - g.  Cut a WBS element
 - h.  Paste a WBS element (note that elements can be pasted from cPet or from Excel)
 - i.  Indent an item
 - j.  Unindent an item


- k.  Move an item up in the list
- l.  Move an item down in the list
- m.  Provides the option of assigning a WBS number to each item, or clearing the item numbers
- n.  Free Edit Mode - Turn on Free Edit mode to add, delete, or arrange WBS elements easily. See the [Free Edit Mode](#) tutorial for more details
- o.  Expand All (Found under the View Menu)- All the elements in the WBS tree will be displayed
- p.  Collapse All (Found under the View Menu)- All the elements in the WBS tree will be collapsed so that only the root element(s) is displayed
- q.  Check (Found under the Edit Menu) - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to check all the items in the selection
- r.  Uncheck (Found under the Edit Menu) - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to uncheck all the items in the selection
- s.  Insert Standard WBS (Found under the Edit Menu). Provides the option to insert one of the standard WBS's according to either the MIL-HDBK-881A or MIL-STD-881C as specified.
- t. To check/uncheck all the elements in a column, right click on the column header and select  or  , respectively.

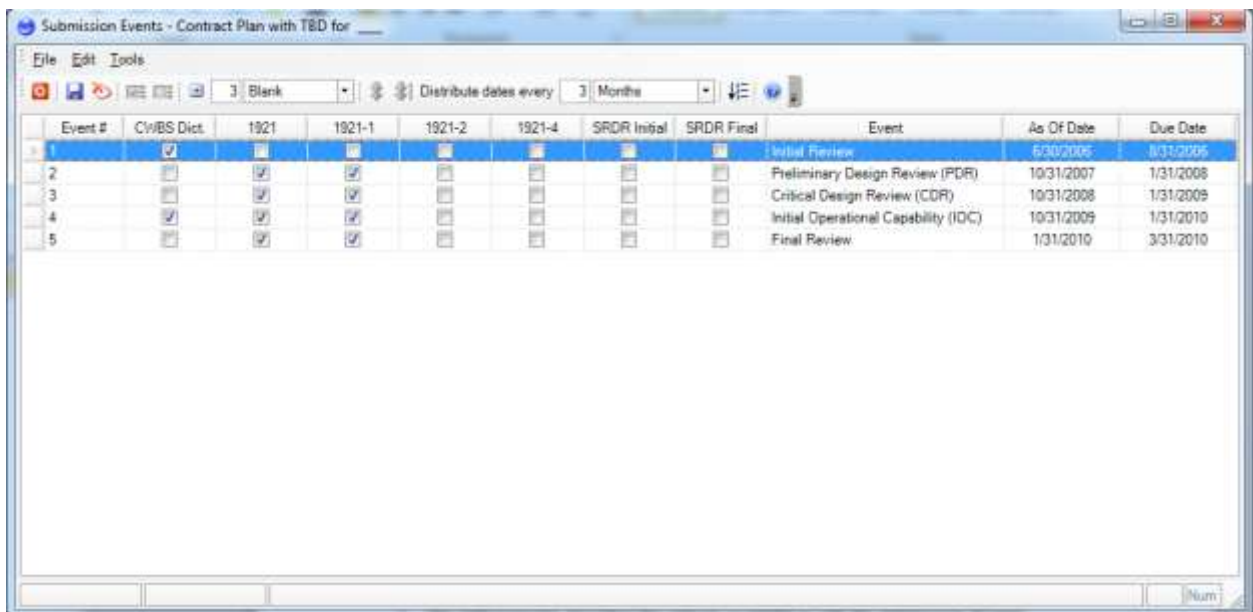
 *Tip: From the Edit menu, you can Select All or Select Child Elements. These commands can be particularly useful if you would like to delete groups of elements from a standardized WBS.*

 *Tip: Elements can be copied from the WBS Editor and pasted into Excel. Likewise, elements can be copied from Excel and pasted into the WBS Editor.*


 **Tip:** Click **Edit** → **Insert WBS from Existing Plan** to add WBS elements from a [selected plan](#) already open in cPet.

3.1.6 Submission Events

With the plan highlighted in the main cPet window, the Submission Events Dialog for the Program, Contract, and Subcontract Plans can be access via the  Submission Events icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required submission events on the plan. For more information on how to edit the fields in the Submission Events, see the [Edit Submission Events](#) tutorial. See below for a description of each field:



Event #	C/WBS Dict	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event	As Of Date	Due Date
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review	6/30/2006	8/31/2006
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review	1/31/2010	3/31/2010

1. **Event #:** Lists the number assigned to the event. For *imported plans*, this number is copied from the DD 2794 Excel version of the plan. If the events are not in order, the Sort and Renumber icon  can be used to numerically order these

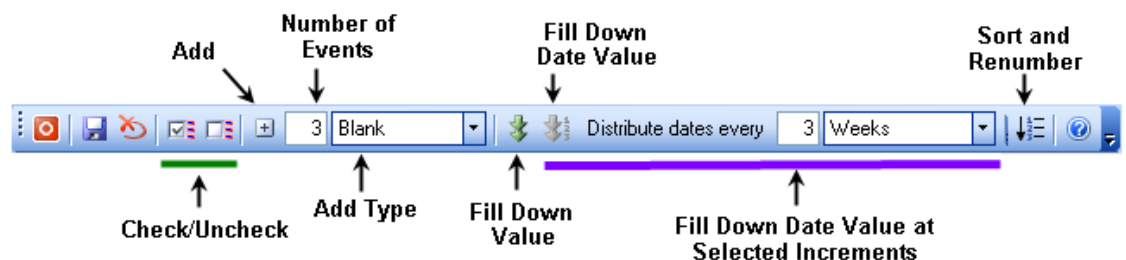
events. For *new plans*, the Sort and Renumber icon assigns a number to the events depending on their order in the submission events window.


2. **Required Forms:** The table below compares the report names across different versions of the DD 2794. For *imported plans*, the following information will already be listed in the submission events. However, for *newly created plans*, continue to fill in the information for the submission events of the CSDR plans. The naming conventions between the versions may be slightly different, and some versions may have columns for additional reports:













<i>2003</i>	<i>2007</i>	<i>2011</i>
	CWBS Dict.	CWBS Dict.
1921	1921	1921
1921-1P1	1921-1	1921-1
1921-1P2	1921-2	1921-2
2630-2	SRDR Initial	SRDR Initial
2630-3	SRDR Final	SRDR Final
		1921-4

- a. **CWBS Dict.:** The “CWBS Dictionary” is required for all WBS elements, regardless of whether or not there is a requirement for cost reports.
- b. **1921:** The requirement for the DD 1921 Form: Cost Data Summary Report.
- c. **1921-1:** The requirement for the DD 1921-1 Form: Functional Cost – Hour Report.
- d. **1921-2:** The requirement for the DD 1921-2 Form: Progress Curve Report.
- e. **1921-4:** The requirement for the DD 1921-4 Form: Contractor Sustainment Report.
- f. **SRDR Initial:** The requirement for the Initial Software Developer Report.



- g. **SRDR Final:** The requirement for the Final Software Developer Report.
3. **Event:** The submission event name listed on the plan.
4. **Event Dates:** For *imported plans*, the submission events and their dates and required reports will appear as they did on the DD 2794. However, invalid dates will not import and will be left blank. cPet provides a warning in the conversion results upon importing a plan. An example of an invalid date is 4/31/06 (April has only 30 days). Dates will also not import if they are in the incorrect format. The format for dates is as follows:
- 2003 Version: DD/MM/YYYY
 - 2007 & 2011 Version: YYYYMMDD
- a. **As Of Date:** The last day of the reporting period associated with the data on the cost report.
- b. **Due Date:** The date the cost reports are due for submission to the DCARC. The Due Date is generally 60 days after the As of Date. cPet automatically generates a Due Date once the As of Date is chosen.
5. In order to edit the Submission Events, the following icons are available within the Submission Events dialog to add/remove/move the Submission Events:





- a.  Delete a submission event.

- b.  Use the shift or control key to select a few submission events in a certain column. Then click this icon to check all the items in the selection.
- c.  Use the shift or control key to select a few submission events in a certain column. Then click this icon to uncheck all the items in the selection.
- d.  Add submission event(s):
 - i. Adds either “Blank” or “Like Current” events:
 - 1. “Blank” = Adds new rows
 - 2. “Like Current” = Copies rows from selected row
- e.  Fill Down Value – When several rows are selected, clicking this icon checks/unchecks the boxes in the column according to the first row. This icon can also be used to copy dates down a column.
- f.  Fill Down Date Value – When multiple rows are selected, clicking this icon generates dates down the column. These dates are set apart from each other by a certain increment of time.
- g.  Insert a row before the selected event (found on Edit menu).
- h.  Insert a certain number of rows (quantity depends on numerical value in toolbar; found on Edit menu).
- i.  Add a row to the end of the submission events list (found on Edit menu).
- j.  Add a certain number of rows to the end of the submission events list (quantity depends on numerical value in toolbar; same as  icon; found on Edit menu).
- k.  Sort and Renumber – Arranges the submission events by As of Date and designates an Event Number for each.
- l.  Import Events from contract plan - Contract plan submission events can be imported into a program plan's submission events. See [Import Events from](#)

[Contract Plan](#) for more information. Icon found under the Tools menu of a program plan.

- m. To check/uncheck all the events in a column, right click on the column header and select  or  , respectively.

 *Tip: From the Edit menu, you can **Select All**. This command can be particularly useful if you would like to either check/uncheck all the submission events, or delete them all.*


 *Tip: Once an As Of Date is assigned to a submission event, cPet automatically generates a Due Date, but this date can easily be changed.*

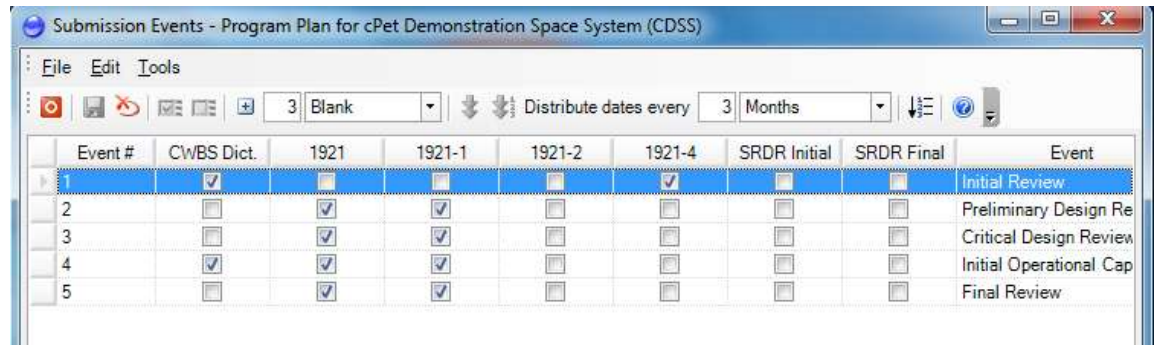
3.1.6.1 Import Submission Events

The Program Plan is required to list all of the Submission Events found in each associated Contract Plan. The Import Submission Events dialog allows the user to select Submission Events from a Contract Plan, and import them into a Program Plan's Submission Events. To do this, follow these steps:

1. With a Program Plan and Contract Plan uploaded into cPet, highlight the Program Plan:

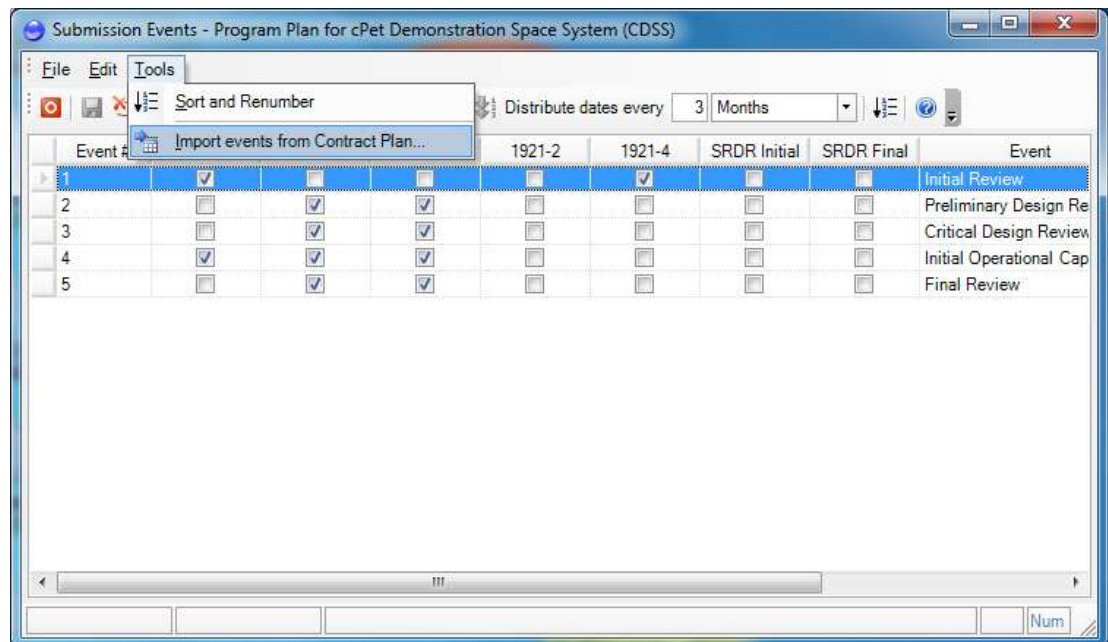


2. Next, select the  Submission Events icon from the toolbar, and the Program Plan Submission Events will appear:



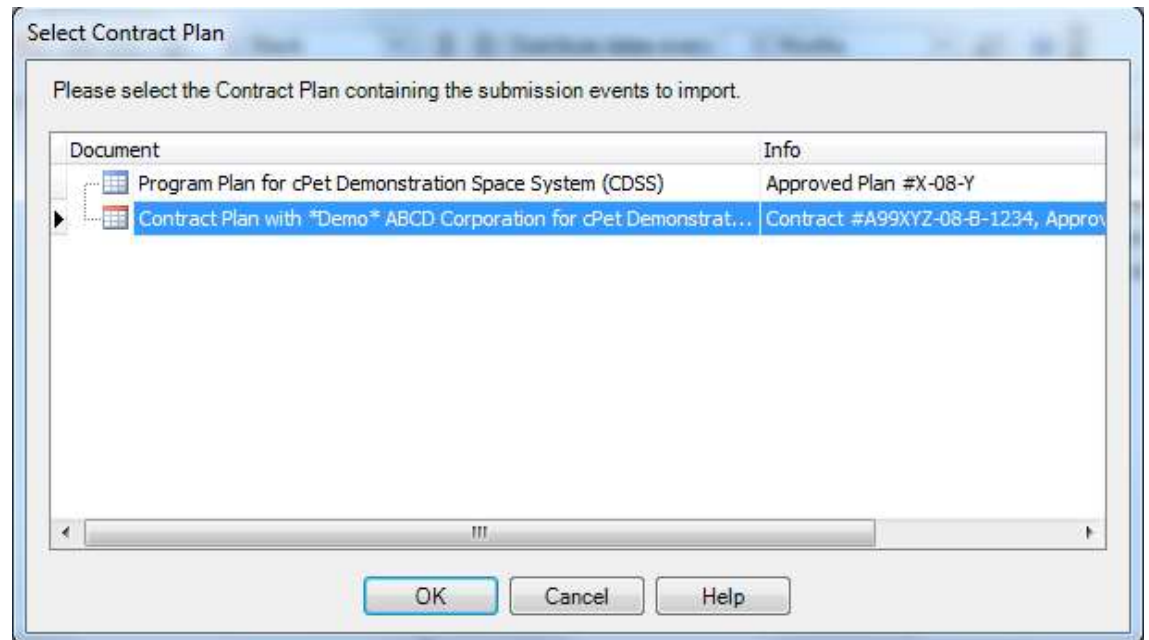
Event #	CWBS Dict.	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Re
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Cap
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review

3. Navigate to **Tools** → **Import Events from Contract Plan**:

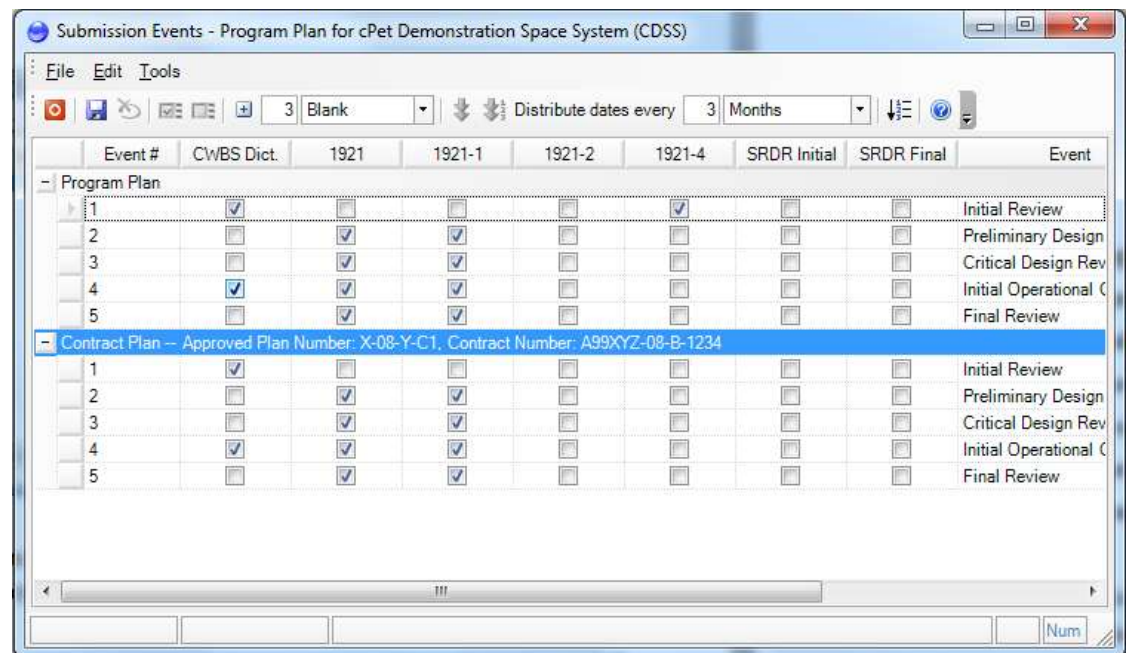


Event #	CWBS Dict.	1921	1921-1	1921-2	1921-4	SRDR Initial	SRDR Final	Event
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Design Re
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Design Review
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Operational Cap
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review



4. The “Select Contract Plan” dialog will appear, and the user should select the Contract Plan, and click “OK”:



5. The submission events from the selected Contract Plan will appear under the Program Plan's submission events:

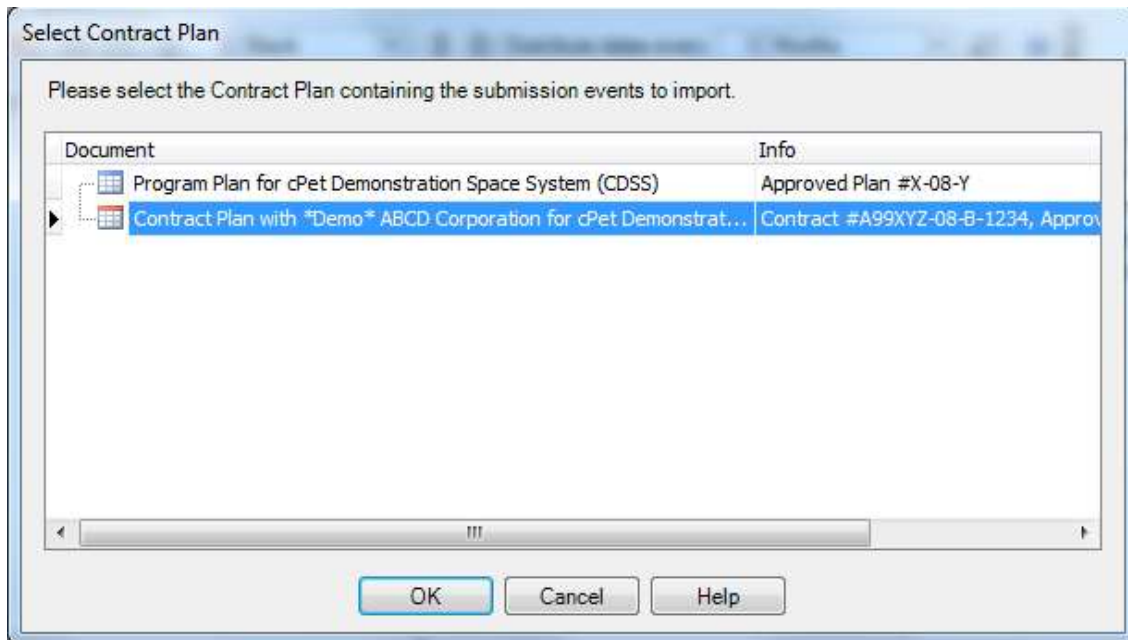


6. Keep in mind the following rules when importing submission events:

- a. The Contract Plan events will be kept in a separate category than the Program Plan's.
- b. The **Sort and Renumber** tool will be applied to *all* events. However, the Contract Plan and Program Plan events will not intermix.
- c. The multi-check tool  and the fill down tool  can be used across rows pertaining to both the Program Plan and the Contract Plan. Select the desired events and use any of the edit tools.
- d. New rows will be added to the Program Plan's events. New events cannot be inserted under the Contract Plan category.
- e. If all the events from the Contract Plan are deleted, then the Contract Plan and Program Plan headers will be deleted.
- f. You can import events from multiple Contract Plans - each will appear in its own category.


3.1.7 Select Plan

cPet uses the “Select Plan” dialog for multiple functions during the creation of a plan. The user will see this dialog under the following circumstances:




1. When the user creates a new Program Plan or Contract Plan, the user will have the option to “Clone Existing Plan” or “Inherit from Parent Plan (Using RDT):”
 - a. See Create New Program Plan
 - b. See Create New Contract Plan

2. While inserting WBS elements or submission events. This dialog may appear after clicking **Edit → Insert WBS from existing plan** on a plan's **WBS Editor**. This feature inserts the selected plan's entire WBS under the selected element in the active plan's WBS Editor. Alternatively, this dialog may appear after clicking **Tools → Import events from existing plan** on a contract plan's **Submission Events**. This feature inserts the selected plan's entire submission events under the selected element in the contract plan's Submission Events.

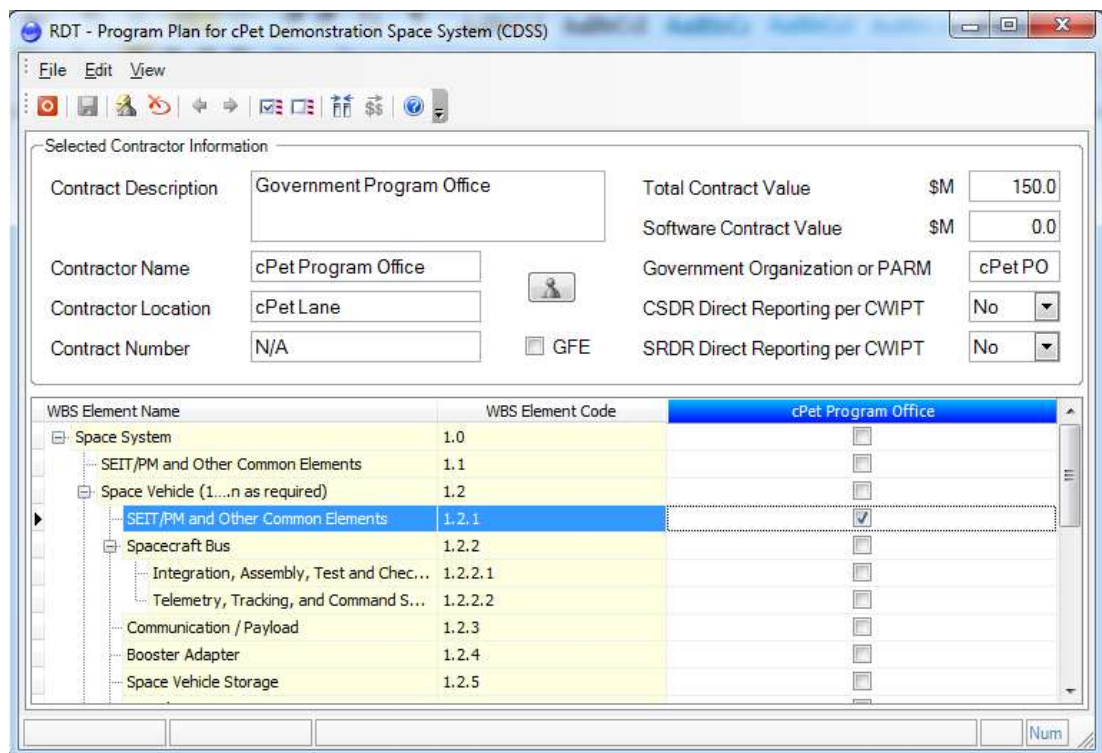
 *Tip: All Program Plans and Contract Plans that are open in cPet are listed in the dialog. To use a plan that is not shown, close the dialogs, select **File → Open**, choose the desired plan, and then return to the Select Plan dialog.*

3.1.8 RDT

The RDT is designed to provide an overview of the program's total or contract acquisition funding and to help ensure that all contracts meeting the reporting thresholds contain CSDR requirements. With the plan highlighted in the main cPet window, the Resource Distribution Table (RDT) Dialog for the Program, Contract, and Subcontract Plans can be accessed via the

 RDT icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required RDT fields. For more information on how to edit the fields in the RDT, see the [Edit RDT](#) tutorial. See below for a description of each field:

1. Program RDT:



RDT - Program Plan for cPet Demonstration Space System (CDSS)

File Edit View

Selected Contractor Information

Contract Description	Government Program Office	Total Contract Value	\$M	150.0
Contractor Name	cPet Program Office	Software Contract Value	\$M	0.0
Contractor Location	cPet Lane	Government Organization or PARM	cPet PO	
Contract Number	N/A	CSDR Direct Reporting per CWIPT	No	
	<input type="checkbox"/> GFE	SRDR Direct Reporting per CWIPT	No	

WBS Element Name	WBS Element Code	cPet Program Office
Space System	1.0	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.1	<input type="checkbox"/>
Space Vehicle (1...n as required)	1.2	<input type="checkbox"/>
SEIT/PM and Other Common Elements	1.2.1	<input checked="" type="checkbox"/>
Spacecraft Bus	1.2.2	<input type="checkbox"/>
Integration, Assembly, Test and Chec...	1.2.2.1	<input type="checkbox"/>
Telemetry, Tracking, and Command S...	1.2.2.2	<input type="checkbox"/>
Communication / Payload	1.2.3	<input type="checkbox"/>
Booster Adapter	1.2.4	<input type="checkbox"/>
Space Vehicle Storage	1.2.5	<input type="checkbox"/>

Num

- a. **Contract Description:** Since the first column of the RDT is related to the Government Program Office, this section should be filled out as “Government Program Office”.
- b. **Contractor Name:** This field should contain the name of the Program Office.
- c. **Contractor Location:** This field should contain the location of the Program Office.
- d. **Contract Number:** The contract number associated with the Government Program Office should be “N/A”.
- e. **Total Contract Value:** The value of the costs incurred strictly by the Government Program Office for the program.
- f. **Software Contract Value:** The value of the software costs incurred strictly by the Government Program Office for the program.
- g. **Government Organization or PARM:** The name of the Government Organization or PARM.
- h. **CSDR Direct Reporting per CWIPT:** CSDR reporting is usually not required for the Government Program Office.
- i. **SRDR Direct Reporting per CWIPT:** SRDR reporting is usually not required for the Government Program Office.
- j. **WBS Elements:** Select the WBS Elements that the Government Program Office is contributing to the overall program.

2. Contract RDT:

RD - Contract Plan with *Demo* ABCD Corporation for cPet Demonstration Space System (CDSS)

File Edit View

Prime Contractor Subcontractors

Contractor Information

Contract Description: Prime Contractor

Contractor Name: Corporation, Special Research Division

Contractor Location: Santa Barbara, CA

Contract Number: A99XYZ-08-B-1234

Total Contract Value: \$M 100.0

Software Contract Value: \$M 20.0

Government Organization or PARM: N/A









CSDR Direct Reporting per CWIPT: Yes


SRDR Direct Reporting per CWIPT: Yes


WBS Element Name	WBS Element Code	*Demo* ABCD Corporation, Special Research Division
Space System	1.0	X
SEIT/PM and Other Common Elements	1.1	X
Space Vehicle (1...n as required)	1.2	X
SEIT/PM and Other Common Elements	1.2.1	X
Spacecraft Bus	1.2.2	X
Integration, Assembly, Test and Checkout	1.2.2.1	X
Telemetry, Tracking, and Command Subsystem	1.2.2.2	X
Communication / Payload	1.2.3	X
Communication	1.2.3.1	X

Num

- Contract Description:** The description should apply to the type of contractor the information is filled out for. If the column on the RDT is related to the prime, write "Prime Contractor". If the column is related to a subcontractor, write "Subcontractor".
- Contractor Name:** This field should contain the name of the contractor.
- Contractor Location:** This field should contain the location of the contractor.
- Contract Number:** The contract number associated with the effort.
- Total Contract Value:** The total contract value for the contractor.
- Software Contract Value:** The value of the software costs incurred strictly by the contractor.
- Government Organization or PARM:** "N/A" can be reported for a reporting contractor.
- CSDR Direct Reporting per CWIPT:** If the CWIPT is requiring CSDR Reporting, select "Yes". Otherwise, select "No".

- i. **SRDR Direct Reporting per CWIPT:** If the CWIPT is requiring SRDR Reporting, select “Yes”. Otherwise, select “No”.
 - j. **WBS Elements:** Select the WBS Elements that contractor is responsible for delivering under their contract.
3. The following icons available in the Tool Bar at the top of the screen can be used to easily edit the RDT:
- a.  **Check Selection** - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to check all the items in the selection.
 - b.  **Uncheck Selection** - Use the shift or control key to select a few WBS items in a certain column. Then click this icon to uncheck all the items in the selection.
 - c.  If the WBS item name is longer than the width of the column, clicking this button resizes the Column so the entire name can be seen.
 - d.  Arranges the contractor columns in order of their base year contract value, from largest to smallest.
 - e.  Moves a contractor column adjacent to the WBS (icon found by right-clicking on a column header).
 - f. To check/uncheck all the elements in a column, right click on the column header and select  or  , respectively.
 - g.  Add Contractor allows the user to add more prime contractors or additional subcontractors to the RDT.

 *Tip: From the Edit menu, you can **Select All** or **Select Child Elements**. These commands can be particularly useful if you would like to check/uncheck groups of WBS elements.*

 *Tip: WBS elements must have item numbers in order for them to be edited in the RDT. Items that do not have numbers will be highlighted according to the [Options Display color](#). You will be unable to check these elements under any contractor column until you assign them numbers in the WBS Editor.*

3.1.9 Export Plan Dialog

After creating a Program Plan or Contract Plan, the document can be exported to PDF or Excel. This feature generates a copy of all the information stored in cPet. The result is a duplicate of what the plan would look like using the DD2794 format:



1. **Export to Excel:** Allows the user to view and save the DD 2794 in Excel.
2. **Export to PDF:** Allows the user to view and save the DD 2794 in PDF.

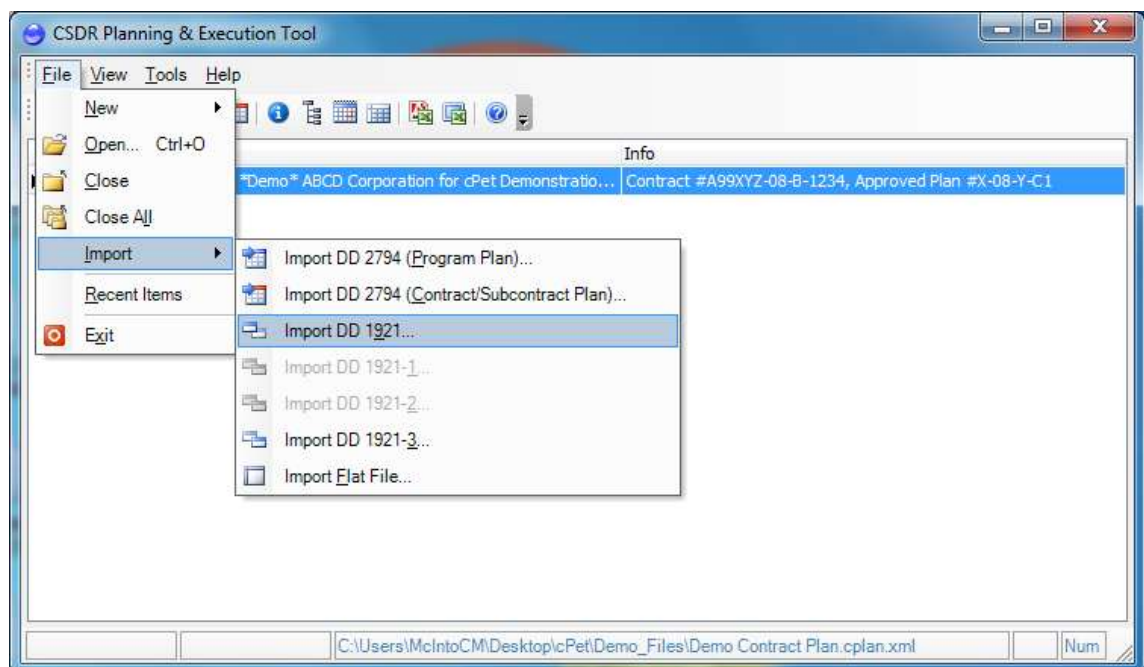
3. **Immediately view exported file:** Allows the user to instantly view their exported plan.

3.2 Cost Report Dialogs

3.2.1 Import Cost Reports

The Import dialog allows you to select which type of cost report you want to import. In order for cost reports to be imported, a valid Contract or Subcontract Plan must be imported into the main cPet screen (See Import Contract Plan). All documents must be in Excel format. An XML equivalent will be created upon importing the document:



1. With the Contract or Subcontract Plan highlighted in cPet, navigate to **Import:**



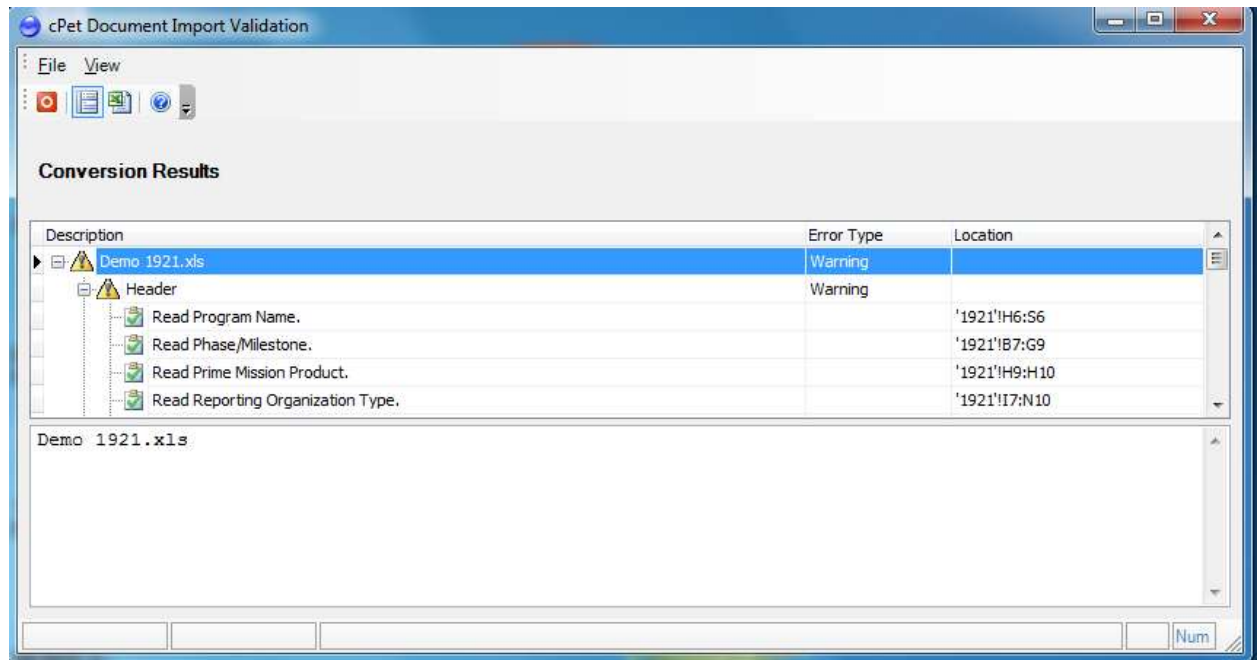
2. Within the **Import** drop-down menu, the user can select one of the following options:


- a. **Import DD 1921:** Once the DD 1921 Form is imported, the options to **Import DD 1921-1** and **Import DD 1921-2** will become available.
- b. **Import DD 1921-3:** The DD 1921-3 Form can be imported with, or without, the accompanying Contract or Subcontract Plan.
- c. **Import Flat File:** A flat file containing the data for the DD 1921 Form, DD 1921-1 Forms, and/or DD 1921-2 Forms can be imported using this selection.

3.2.2 Conversion Results

The Conversion Results dialog appears immediately after importing a document. The window contains a checklist of fields that were or were not successfully imported into cPet. The Conversion Results are specific to cPet importing the file. The Conversion Results do not represent errors within the reported data. The green checks  indicate that the data imported correctly, and the yellow warnings  indicate errors. Review this validation window to anticipate some of the problems that will be seen when comparing the Excel file to the data which imported into cPet:







1. As soon as a file is selected, the Conversion Results dialog will appear:






2. The following fields will be displayed:
 - a. **Description:** This column contains a list of all the fields cPet reviewed to ensure that the information imported.
 - b. **Error Type:** For fields that did not import or fields that were left blank in the Excel file, the Error Type is marked as a warning.
 - c. **Location:** This references the problematic area on the Excel file. The sheet name is listed in quotations, followed by the column and row numbers.
 - d. **Reading Pane:** The bottom portion of the window is dedicated to the error log description. For each field (whether it is marked with a green check or a yellow warning), cPet displays details pertaining to the selected field. The value found on the Excel file is listed. You can hide this Reading Pane by clicking the  icon at the top of the window.

3.2.1 Cost Report Conversion Results


The following table lists the potential errors that may occur when importing cost reports into cPet:

Conversion Results for Cost Reports	
Error	Description
 Reporting Element has a blank WBS Element Code	The WBS Element is missing an element code. On a 1921, this error often occurs because a summary element is misspelled and is thus not recognized as a summary element. Since summary elements do not have codes, the fix to this error would be to correct the spelling of the element name.
 Reporting Element has a blank WBS Element Name	For each row on the 1921 that has an Element Code, there should be a corresponding WBS Element Name. Similarly, each page on the 1921-1 must have an Element Code.
 Reporting Element is redundant	This error occurs when an element is repeated in an Excel file. The element might be on different sheets of the workbook. If so, the sheet and location will be listed in the error details under "Address of Prior Element."
 To Date/At Completion cost contains one or more cells with a formula that could not be evaluated properly	This warning may occur when there is an error with a formula in the Excel file. Review the file to correct this error, and then re-import the cost report.
 To Date/At Completion Cost does not contain a valid decimal number	This error occurs when there is text in the cost field instead of a number. For example, "Not Available" will trigger this error.
 Cost Hour Report for Reporting Element has a blank Cost Type (<i>applies only to 2003 1921-1's</i>)	Either Recurring, Non-Recurring, or Total must be checked in the Cost Type field of the 2003 1921-1. Go back to the Excel file, check the appropriate cost type, and re-import the 1921-1.








 Cost Type for Cost Hour Report for Reporting Element contains one or more cells with a formula that could not be evaluated properly (<i>applies only to 2003 1921-1's</i>)	This warning may occur when there is an error with a formula in the Cost Type section of the Excel file. Review the file to correct this error, and then re-import the cost report.
 Cost Type for Cost Hour Report for Reporting Element contains multiple check marks (<i>applies only to 2003 1921-1's</i>)	This warning occurs when two or more Cost Types (such as Recurring, NonRecurring, or Total) are checked in Block 14 of the Excel file
 Summary Element Missing (<i>applies to 1921s</i>)	All summary elements must be accounted for on a 1921. If a summary element is misspelled, cPet will not recognize it as a summary element, and this warning will appear.

3.2.2 Flat File Conversion Results

The following table lists the potential errors that may occur when importing cost reports into cPet:

 *Tip: cPet identifies an Excel file as a Flat File through two characteristics:*
(1) The Data Type in cell B1 must be "1921/1921-1 Input," and the Data Version in cell B2 must be either "2007" or "2011." If these requirements are not satisfied, the Flat File will not import.

Conversion Results for Flat Files	
Error	Description
<i>Metadata Fields</i>	Rows 4-34 must be filled in properly on the Flat File. This means that Column B must contain text that is nonblank, a valid decimal number, and a valid formula (if applicable).

	Dates must be in the format YYYYMMDD. In addition, any 1921 Remarks associated with the cost report should be placed in cell next to "DD 1921 Remarks" at the bottom left of the page. 1921-1 Remarks should be placed in under the "Remarks" section at the far right of the data (you must scroll over in the Excel sheet to see this section).
<i>Reporting Elements</i>	
 Reporting Element has a blank WBS element code	Every WBS Element must have a code. Fill in the column "WBS Code" for each element on the Flat File.
 WBS Code has a formula that could not be evaluated properly	This warning occurs when there is an invalid formula in Column D of the Excel file.
 Reporting Element has no name	Fill in the column "WBS Reporting Elements" for every row that has a WBS Code on the Flat File.
 Reporting element name has a formula that could not be evaluated properly	This warning occurs when there is an invalid formula in Column E of the Excel file.
 Quantity has a formula that could not be evaluated properly	The Units TD or AC column has a formula containing an error.
 Cost has a formula that could not be evaluated properly	The 1921 or 1921-1 cost data contains a formula with an error.
 Cost is not a valid decimal number	This error may occur when there is text in the cost field instead of a number
<i>Summary Costs</i>	cPet looks in the cells near the bottom left of the page for the summary costs. The Conversion Results provides a warning

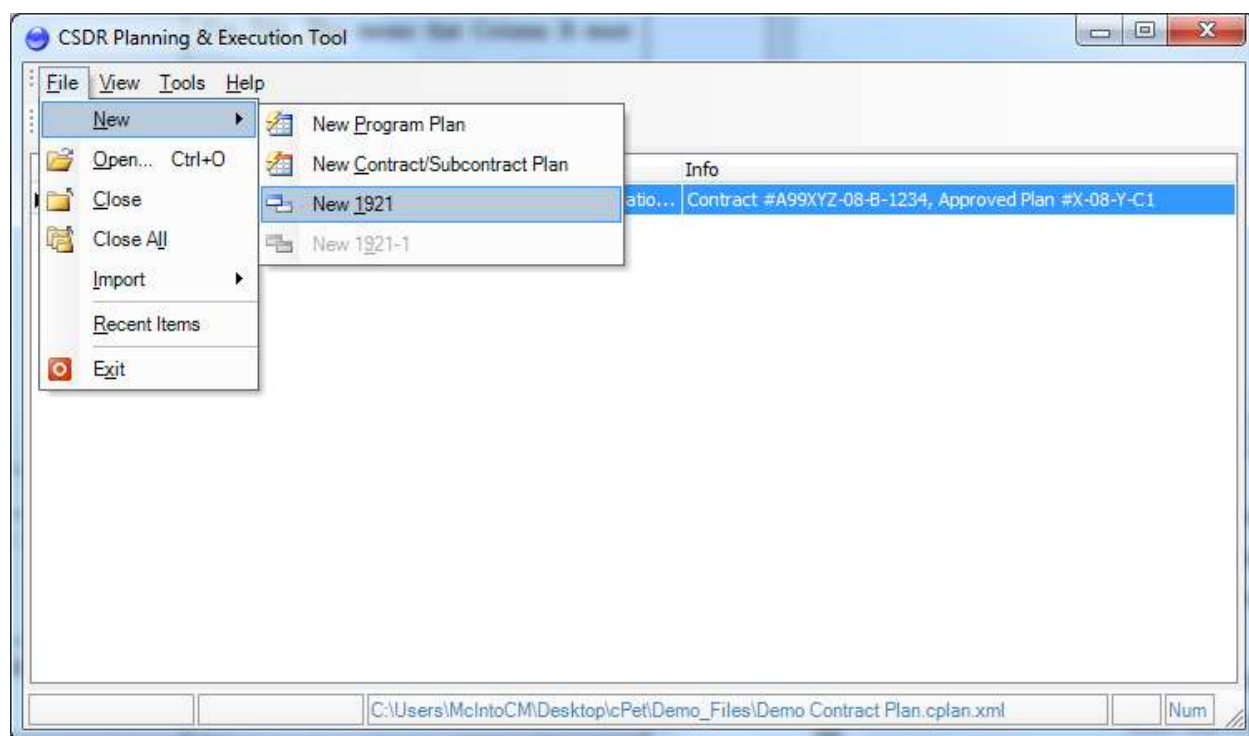
	when one or more of these fields is left blank.
--	---

3.2.3 Create Cost Reports

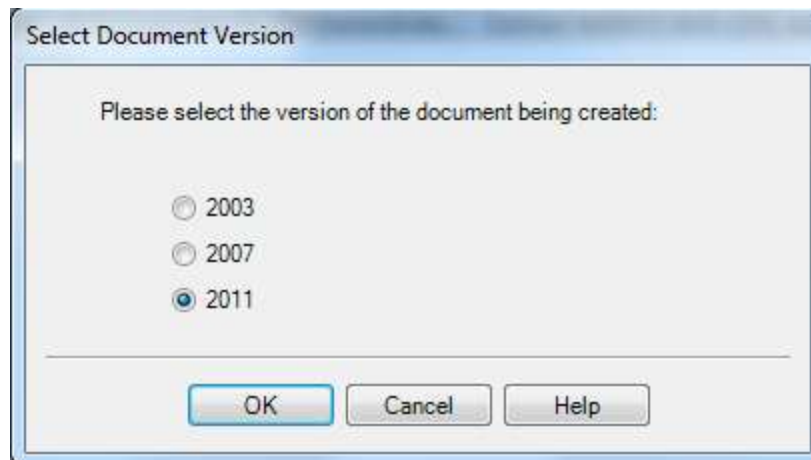
The Create Cost Reports dialog in cPet can be accessed within the **File → New** menu option at the top of the screen. In order to create a cost report, a valid Contract or Subcontract Plan must be imported into cPet (See Import Contract/Subcontract Plan):

1. **New 1921:**

- a. Navigate to **File → New → New 1921:**

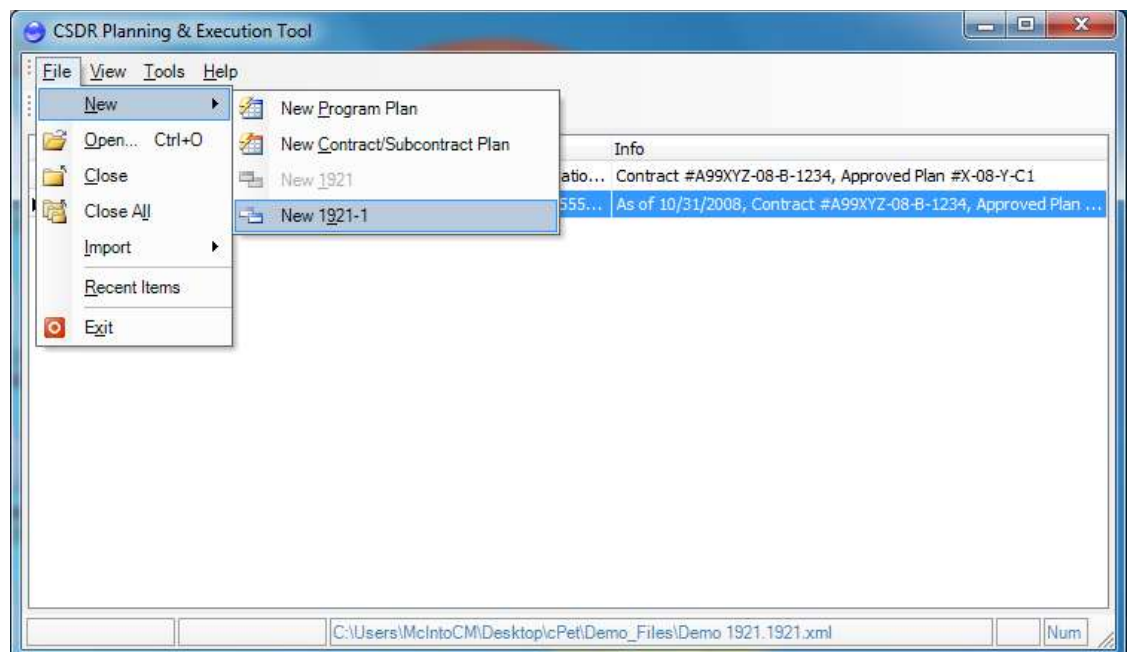


- b. Select the version of the cost report you wish to create:

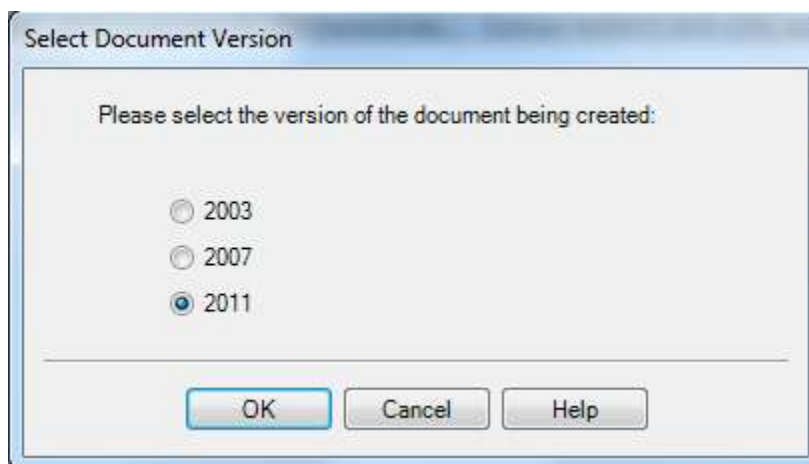


➡ View [Create DD 1921 Form](#) Tutorial

2. **New 1921-1:** Creating a new DD 1921-1 Form requires that a valid Contract Plan and DD 1921 Form be imported into cPet:
 - a. With the DD 1921 Form highlighted in the main cPet screen, navigate to **File** → **New** → **New 1921-1**:



- b. Select the version of the cost report you wish to create:




➡ View [Create DD 1921-1 Form](#) Tutorial

3.2.4 Basic Info

The Basic Info dialogs within cPet allow the user to view and edit the required header, or metadata, information for the DD 1921, DD 1921-1, DD 1921-2, and DD 1921-3 Forms. See the below for links to information for each dialog:

- ➡ [Basic Info Dialog: DD 1921 Form](#)
- ➡ [Basic Info Dialog: DD 1921-1 Form](#)
- ➡ [Basic Info Dialog: DD 1921-2 Form](#)
- ➡ [Basic Info Dialog: DD 1921-3 Form](#)

3.2.4.1 Basic Info: DD 1921 Form

With the DD 1921 Form highlighted in the main cPet window, the Basic Info Dialog for the DD 1921 Form can be accessed via the  Basic Info icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required header information, or “metadata” fields, on the plan. See below for a description of each field by version:

➡ [2003 Version of 1921](#)

➡ [2007 Version of 1921](#)

➡ [2011 Version of 1921](#)

3.2.4.1.1 2003 Version of 1921

1. Page 1:

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP).
- b. **Approved Plan Number:** Item 1b, enter the Approved Plan Number from the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- c. **Dollars In:** Item 2, represents the units of the cost data. The Dollars In is typically in thousands of dollars.
- d. **Type Action:** Item 3, is either “Contract”, “RFP”, or “Program Estimate”. Choosing one of these radio buttons causes different fields to be displayed.
 - i. **Contract Number:** Item 3, enter the assigned prime contract number the prime contractor has with the Government customer. This requirement is identical for both reporting contractors and reporting subcontractors.
 - ii. **Latest Amendment:** Item 3, enter the number of the latest contract modification.
- e. **FY Funded:** Item 7, enter the fiscal year that the contract was funded in.
- f. **Contract Type:** Item 8, if the data are reported for a contract, enter the contract type code for the contract for which data are being reported. The codes for the common acquisition contract types included in the Federal Acquisition Regulation (FAR) are listed below:
 - i. CH: Cost Sharing
 - ii. CW: Cost Plus Award Fee (CPAF)

- iii. CX: Cost Plus Fixed Fee (CPFF)
- iv. CY: Cost Plus Incentive Fee (CPIF)
- v. CA: Cost Plus Incentive Fee (with Performance Incentives) (CPIF(PI))
- vi. FR: Firm Fixed Price (FFP)
- vii. FI: Fixed Price Incentive Fee (FPIF)
- viii. FF: Fixed Price Incentive Successive Targets, (With Performance Incentives) (FPIST(PI))
- ix. FB: Fixed Price Incentive Firm Target (With Performance Incentives) (FPIFT(PI))
- x. FH: Fixed Price Award Fee (FPAF)
- xi. FX: Fixed Price with Economic Price Adjustment (FP/EPA)
- xii. FD: Fixed Price with Prospective Price Redetermination (FP/PPR)
- xiii. FM: Fixed Ceiling Price with Retroactive Price Redetermination (FCP/RPR)
- xiv. FJ: Firm Fixed Price, Level of Effort Team (FFP/LOET)
- xv. OC: Letter Contracts (LC)

2. Page 2:

- a. **Appropriation:** Item 4, check the appropriate box(es) to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Other—used to fund the contract. If multiple boxes are checked, provide the relative percentage breakout in Item 13 (“Remarks”).
- b. **Multi-Year Contract:** Item 6, if the contract is a Multi-Year contract, check the box. Then, provide the specific years the contract covers.
- c. **Report As Of:** Item 5, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with the OSD CAIG Chair-approved contract or subcontract CSDR Plan.
- d. **Contract Price Estimate:** Item 9, enter the total contract price value through the latest contract modification consistent with Item 5 (“Report As Of” date).
- e. **Contract Ceiling:** Item 10, enter the amount of the contract ceiling, if applicable. Otherwise, enter “N/A” for “not applicable.”

- f. **Contractor Type:** Item 11a, for a prime or associate contractor, check “Prime/Associate”. For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor”.

3. **Page 3:**

- a. **Contractor Information:** Item 11b, enter the Contractor Name and Address.
- b. **Customer Name:** Item 12, (Direct-Reporting Subcontractor Use Only), enter the name of the Prime Contractor for whom the work on subcontract is being performed.
- c. **Point of Contact Information:** Item 14, enter the Name, Department, E-mail, and Phone number of the person to contact for answers to any questions about entries on DD Form 1921.

4. **Page 4:**

- a. **Remarks:** Item 13, note any relevant information that could be useful in the interpretation of the data provided in this report.

3.2.4.1.2 2007 Version of 1921:

1. **Page 1:**

- a. **Program Name:** Item 1a (MDAP), enter the name given to the Major Defense Acquisition Program (MDAP).
- b. **Phase:** Item 1b, enter the program phase (development, low rate initial production, production, etc.).
- c. **Prime Mission Product:** Item 2, enter the most current official military designation for the end item as specified by the appropriate classification standard. If the end item does not have a military designation, enter the type of the product being developed or procured, for example, radar.
- d. **Contractor Type:** Item 3, for a prime or associate contractor, check “Prime/Associate”. For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor”.

- e. **Contractor Name and Address:** Item 4, enter the name, division (if applicable), and address (including ZIP code) of the reporting prime contractor or direct-reporting subcontractor.
- f. **Customer Name:** Item 6, (Direct-Reporting Subcontractor Use Only), enter the name of the Prime Contractor for whom the work on subcontract is being performed.

2. Page 2:

- a. **Contract Type:** Item 7, if the data are reported for a contract, enter the contract type code for the contract for which data are being reported. If the data are in response to a solicitation in accordance with DFARS 215-403.5 and the contract type has not been determined yet, enter NA (for “not applicable”). The codes for the common acquisition contract types included in the Federal Acquisition Regulation (FAR) are listed below:
 - i. CPAF: Cost Plus Award Fee
 - ii. CPFF: Cost Plus Fixed Fee
 - iii. CPIF: Cost Plus Incentive Fee
 - iv. CPIF(PI): Cost Plus Incentive Fee (with Performance Incentives)
 - v. CS: Cost Sharing
 - vi. FCP/RPR: Fixed Ceiling Price with Retroactive Price Redetermination
 - vii. FFP: Firm Fixed Price
 - viii. FFP/LOET: Firm Fixed Price, Level of Effort Team
 - ix. FP/EPA: Fixed Price with Economic Price Adjustment
 - x. FP/PPR: Fixed Price with Prospective Price Redetermination
 - xi. FPAF: Fixed Price Award Fee
 - xii. FPIF: Fixed Price Incentive, Firm Target
 - xiii. FPIFT(PI): Fixed Price Incentive Firm Target (With Performance Incentives)
 - xiv. FPIST: Fixed Price Incentive Successive Targets
 - xv. FPIST(PI): Fixed Price Incentive Successive Targets, (With Performance Incentives)

- xvi. LC: Letter Contract and Undefined Contractual Action (UCA)
- xvii. MC: Contracts with Multiple Contract Types by Contract Line Item Numbers (CLINS)
- xviii. N/A: Contract Type Not Applicable
- b. **Contract Price:** Item 8, enter the total contract price value through the latest contract modification consistent with Item 16 (“Report As Of” date).
- c. **Contract Ceiling:** Item 9, enter the amount of the contract ceiling, if applicable. Otherwise, enter “N/A” for “not applicable.”
- d. **Type Action:** Item 10
 - i. **Contract Number:** Item 10a, enter the assigned prime contract number the prime contractor has with the Government customer. This requirement is identical for both reporting contractors and reporting subcontractors.
 - ii. **Latest Modification:** Item 10b, enter the number of the latest contract modification.
 - iii. **Solicitation Number:** Item 10c, if the data are in response to a solicitation according to DFARS 215-403.5, enter the solicitation number.
- e. **Name:** Item 10d, enter the common reference name for the prime contract.
- f. **Appropriation:** Item 12, check the appropriate box(es) to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operating and Maintenance (O&M)—used to fund the contract. If multiple boxes are checked, provide the relative percentage breakout in Item 22 (“Remarks”).
- g. **Period of Performance:** Item 11, enter the start and end dates related to the contractual period of performance.

3. Page 3:

- a. **Report Cycle:** Item 13, check “Initial,” “Interim,” or “Final” report, as appropriate

- b. **Approved Plan Number:** Item 5, enter the Approved Plan Number from Item 9 of the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
 - c. **Submission Number:** Item 14, enter the submission number for the report provided in Item 14a of the most current OSD CAIG Chair-contract or subcontract CSDR Plan.
 - d. **Resubmission Number:** Item 15, enter “0” (zero) for original submission. If the report is a resubmission, enter the resubmission number, starting with “1” for the first resubmission, “2” for the second resubmission, and so on.
 - e. **Report As Of:** Item 16, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with Item 14d of the OSD CAIG Chair-approved contract or subcontract CSDR Plan.
 - f. **Point of Contact Information:** Items 17 – 20, enter the following information for the person to contact for answers to any questions about entries on DD Form 1921: Last Name, First Name, and Middle Initial (Item 17); Department (Item 18); Telephone Number, including Area Code (Item 19); and E-Mail Address (Item 20).
 - g. **Date Prepared:** Item 21, enter the date that the report was prepared.
4. **Page 4:**
- a. **Remarks:** Item 22, note any relevant information that could be useful in the interpretation of the data provided in this report, including the following (if applicable): (1) the contract type and a complete name of the contract type if multiple contract types are utilized on the contract, (2) the cost-incentive-sharing arrangements from Item 8 (“Contract Price”) and (3) the relative percentage breakout of appropriations checked in Item 12 “Appropriation.” For contractors that have direct-reporting subcontractors, identify each direct-reporting subcontractor by name, city, state, and subcontract price.

3.2.4.1.3 2011 Version of 1921:

1. Page 1:

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP).
- b. **Phase:** Item 1b, check the box for the appropriate Phase/Milestone which is being reported:
 - i. Pre-A (Material Solution Analysis)
 - ii. A (Technology development)
 - iii. B (Engineering and Manufacturing Development)
 - iv. C-LRIP (Low-Rate Initial Production)
 - v. C-FRP (Production and Deployment - Full-rate Production)
 - vi. O&S (Operations and Support)
- c. **Prime Mission Product:** Item 2, enter the most current official military designation for the end item as specified by the appropriate classification standard. For contract (or subcontract) CSDR Plans, the end item being reported may have a different designation than the total program. If the end item does not have a military designation, enter the type of product being developed or procured, for example, radar.
- d. **Approved Plan Number:** Item 5, enter the Approved Plan Number from Item 10 of the current OSD DDCA-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- e. **Submission Number:** Item 14, Enter the submission number for the report provided in Item 14a of the current OSD DDCA-approved contract or subcontract CSDR Plan.
- f. **Resubmission Number:** Item 15, resubmission occurs if prior submission(s) for the submission event were officially rejected with a memo signed by the DCARC Director. Enter “0” (zero) for original submission. If the report is a resubmission, enter the resubmission number, starting with “1” for the first resubmission, “2” for the second resubmission, and so on.

- g. **Report As Of:** Item 16, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with Item 14d of the OSD CAIG Chair-approved contract or subcontract CSDR Plan.
- h. **Report Cycle:** Item 13, check “Initial,” “Interim,” or “Final” report, as appropriate.
- i. **Point of Contact:** Items 17 – 20, enter the following information for the person to contact for answers to any questions about entries on DD Form 1921: Last Name, First Name, and Middle Initial (Item 17); Department (Item 18); Telephone Number, including Area Code (Item 19); and E-Mail Address (Item 20).
- j. **Date Prepared:** Item 21, enter the date that the report was prepared.

2. Page 2:

- a. **Reporting Organization Type:** Item 3, for a prime or associate contractor, check “Prime/Associate Contractor.” For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor”.
- b. **Performing Organization:** Item 4a, Enter the name and address (including ZIP code) of the reporting organization actually performing the work.
- c. **Division:** Item 4b, Enter the reporting organization’s division name and address (including ZIP code) if different than the performing organization.
- d. **Customer:** Item 6, (Direct-Reporting Subcontractor Use Only), enter the name of the Prime Contractor for whom the work on subcontract is being performed.

3. Page 3:

- a. **Contract Type:** Item 7, if the data are reported for a contract, enter the contract type code for the contract for which data are being reported. If the data are in response to a solicitation in accordance with DFARS sections 234.7101, 252.234-7003, and 252.234-7004 and the contract type has not been determined yet, enter NA (for “not applicable”). The codes for the common

acquisition contract types included in the Federal Acquisition Regulation (FAR) are listed below:


- i. CPAF: Cost Plus Award Fee
 - ii. CPFF: Cost Plus Fixed Fee
 - iii. CPIF: Cost Plus Incentive Fee
 - iv. CPIF(PI): Cost Plus Incentive Fee (with Performance Incentives)
 - v. CS: Cost Sharing
 - vi. FCP/RPR: Fixed Ceiling Price with Retroactive Price Redetermination
 - vii. FFP: Firm Fixed Price
 - viii. FFP/LOET: Firm Fixed Price, Level of Effort Team
 - ix. FP/EPA: Fixed Price with Economic Price Adjustment
 - x. FP/PPR: Fixed Price with Prospective Price Redetermination
 - xi. FPAF: Fixed Price Award Fee
 - xii. FPIF: Fixed Price Incentive, Firm Target
 - xiii. FPIFT(PI): Fixed Price Incentive Firm Target (With Performance Incentives)
 - xiv. FPIST: Fixed Price Incentive Successive Targets
 - xv. FPIST(PI): Fixed Price Incentive Successive Targets, (With Performance Incentives)
 - xvi. LC: Letter Contract and Unfixed Contractual Action (UCA)
 - xvii. MC: Contracts with Multiple Contract Types by Contract Line Item Numbers (CLINS)
 - xviii. N/A: Contract Type Not Applicable
- b. **Contract Price:** Item 8, enter the total contract price. If the data are in response to a solicitation, in accordance with DFARS sections 234.7101, 252.234-7003, and 252.234-7004, enter the total estimated contract price.
- c. **Contract Ceiling:** Item 9, Enter the amount of the contract ceiling, if applicable. Otherwise, enter “N/A” for “not applicable.”
- d. **Type Action:** Item 10

- e. **Contract Number:** Item 10a, Enter the assigned prime contract number the prime contractor has with the Government customer. This requirement is identical for both reporting contractors and reporting subcontractors.
- f. **Latest Modification:** Item 10b, enter the number of the latest contract modification.
- g. **Solicitation Number:** Item 10c, If the data are in response to a solicitation in accordance with DFARS sections 234.7101, 252.234-7003, and 252.234-7004, enter the solicitation number.
- h. **Name:** Item 10d, enter the common reference name for the prime contract.
- i. **Order/Lot Number:** Item 10e, the contract contains a task order(s), delivery order(s), and/or lot number(s) being reported on for which the CSDR Plan has reporting requirements, enter each as “TO,” “DO,” or “Lot” followed by a blank space and the applicable number.
- j. **Appropriation:** Item 12, Check the appropriate box to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operation and Maintenance (O&M)—used to fund the entire contract or the particular contract line item being reported on. The appropriation type must agree with the type specified in Item 9c of the CSDR contract plan, DD Form 2794.
- k. **Period Of Performance:** Item 11, enter the start and end dates related to the contractual period of performance.

4. **Page 4:**

- a. **Remarks:** Item 22, Note any relevant information that could be useful in the interpretation of the data provided in this report. Include the following (if applicable): For contractors that have direct-reporting subcontractors, identify each direct reporting subcontractor, including any government entity, by name, city, state, and subcontract price.

3.2.4.2 Basic Info: DD 1921-1 Form

With the DD 1921-1 Form highlighted in the main cPet window, the Basic Info Dialog for the DD 1921-1 Form can be accessed via the  Basic Info icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required header information, or “metadata” fields, on the plan. See below for a description of each field by version:

➡ [2003 Version of 1921-1](#)

➡ [2007 Version of 1921-1](#)

➡ [2011 Version of 1921-1](#)

3.2.4.2.1 2003 Version of 1921-1:

1. Page 1 (Basic Information):

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP) as specified on the DoD MDAP list
- b. **Approved Plan Number:** Item 1b, enter the Approved Plan Number from Item 9 of the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- c. **Report As Of:** Item 2, enter the appropriate numeric data for the year, month, and last day of the reporting period.
- d. **FY Funded:** Item 3, enter the fiscal year of which the contract was funded.
- e. **Dollars In:** Item 5, select the reported value of the dollars: “Dollars”, “Thousands”, “Millions”, “Billions”.
- f. **Hours In:** Item 6, select the reported value of the hours: “Hours”, “Thousands”.
- g. **Reporting Contractor:** Item 4b, enter the name, division (if applicable), and address (including ZIP code) of the reporting prime contractor or direct-reporting subcontractor.
- h. **Type Action:** Item 10, is either “Contract”, “RFP”, or “Program Estimate”. Choosing one of these radio buttons causes different fields to be displayed

- i. **Contract Number:** Enter the assigned prime contract number the prime contractor has with the Government customer.
 - ii. **Latest Amendment:** Enter the number of the latest contract modification.
- i. **Appropriation:** Item 16, check the appropriate box(es) to indicate the type of appropriation - “RDT&E”, “Procurement”.
- j. **Page 2 (Contractor/Subcontractor):** Item 4a (Contractor Type), select one of the following:
 - i. **Prime or Associate**
 - ii. **Subcontractor:** enter the Prime Contract Number and Contract Number
- k. **Subcontract (By Reporting Contractor):** enter Subcontractor Name and Address (Item 4b), Number of Reporting Subcontractors (Item 9) and associated Subcontract Numbers (Item 8).
- l. **Multi-Year Contract:** Item 11, if the contract is a Multi-Year contract, check the box. Then, provide the specific years the contract covers.

3.2.4.2.2 2007 Version of 1921-1:

2. Page 1:

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP) as specified on the DoD MDAP list.
- b. **Phase:** Item 1b, enter the program phase (development, low rate initial production, production, etc.).
- c. **Prime Mission Product:** Item 2, enter the most current official military designation for the end item as specified by the appropriate classification standard. If the end item does not have a military designation, enter the type of the product being developed or procured, for example, radar.

- d. **Contractor Type:** Item 3, for a prime or associate contractor, check “Prime/Associate.” For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor.”
- e. **Contractor Name and Address:** Item 4, enter the name, division (if applicable), and address (including ZIP code) of the reporting prime contractor or direct-reporting subcontractor.
- f. **Customer Name:** Item 6, (Direct-Reporting Subcontractor Use Only) enter the name of the prime contractor for whom the work on the subcontract is being performed.

3. Page 2:

- a. **Type Action:** Item 7
 - i. **Contract Number:** Item 7a, enter the assigned prime contract number the prime contractor has with the Government customer.
 - ii. **Latest Modification:** Item 7b, enter the number of the latest contract modification.
 - iii. **Solicitation Number:** Item 7c, if the data are in response to a solicitation in accordance with DFARS 215-403.5, enter the solicitation number.
 - iv. **Name:** Item 7d, enter the common reference name for the prime contract.
- b. **Appropriation:** Item 21, check the appropriate box(es) to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operating and Maintenance (O&M)—used to fund the WBS Reporting Element. If multiple boxes are checked, provide the relative percentage breakout in Item 22 (“Remarks”).
- c. **Period of Performance:** Item 8, enter the start and end dates related to the contractual period of performance.

4. Page 3:

- a. **Report Cycle:** Item 9, check “Initial,” “Interim,” or “Final” report, as appropriate.

- b. **Approved Plan Number:** Item 5, enter the Approved Plan Number from Item 9 of the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- c. **Submission Number:** Item 10, enter the submission number for the report provided in Item 14a of the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan.
- d. **Resubmission Number:** Item 11, enter “0” (zero) for original submission. If the report is a resubmission, enter the resubmission number, starting with “1” for the first resubmission, “2” for the second resubmission, and so on.
- e. **Report As Of:** Item 12, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with Item 14d of the OSD CAIG Chair-approved DD Form 2794 contract or subcontract CSDR Plan.
- f. **Point of Contact:** Items 13 – 16, enter the following information for the person to contact for answers to any questions about entries on DD Form 1921-1: Last Name, First Name, and Middle Initial (Item 13); Department (Item 14); Telephone Number, including Area Code (Item 15); and E-Mail Address (Item 16).
- g. **Date Prepared:** Item 17, enter the date the report was prepared in the appropriate numeric format.

3.2.4.2.3 2011 Version of 1921-1:

5. Page 1:

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP) or Major Automated Information Systems (MAIS) as shown in the DDCA approved CSDR plan.
- b. **Phase:** Item 1b, check the box for the appropriate Phase/Milestone which is being reported: Pre-A (Material Solution Analysis Phase), A (Technology Development Phase), B (Engineering and Manufacturing Development Phase), CLRIP (Production and Deployment Phase – Low-Rate Initial

Production), C-FRP (Production and Deployment Phase – Full-Rate Production), or O&S (Operations and Support Phase).

- c. **Prime Mission Product:** Item 2, enter the most current official military designation for the end item as specified by the appropriate classification standard. If the end item does not have a military designation, enter the type of product being developed or procured, for example, radar.
- d. **Approved Plan Number:** Item 5, enter the Approved Plan Number from Item 10 of the current OSD DDCA-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- e. **Submission Number:** Item 10, enter the submission number for the report provided in Item 14a of the current OSD DDCA-approved contract or subcontract CSDR Plan.
- f. **Resubmission Number:** Item 11, enter “0” (zero) for original submission. If the report is a resubmission, enter the resubmission number, starting with “1” for the first resubmission, “2” for the second resubmission, and so on.
- g. **Report As Of:** Item 12, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with Item 14d of the OSD CAIG Chair-approved DD Form 2794 contract or subcontract CSDR Plan.
- h. **Report Cycle:** Item 9, check “Initial,” “Interim,” or “Final” report, as appropriate.
- i. **Point of Contact:** Items 13 – 16, enter the following information for the person to contact for answers to any questions about entries on DD Form 1921-1: Last Name, First Name, and Middle Initial (Item 13); Department (Item 14); Telephone Number, including Area Code (Item 15); and E-Mail Address (Item 16).
- j. **Date Prepared:** Item 17, enter the date the report was prepared in the appropriate numeric format.

6. Page 2:


- a. **Reporting Organization Type:** Item 3, for a prime or associate contractor, check “Prime/Associate.” For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor.”
- b. **Performing Organization:** Item 4a, enter the name and address (including ZIP code) of the reporting organization actually performing the work.
- c. **Division:** Item 4b, enter the reporting organization’s division name and address (including ZIP code) if different than the performing organization.
- d. **Customer:** Item 6, (Direct-Reporting Subcontractor Use Only) enter the name of the prime contractor for whom the work on the subcontract is being performed.

7. Page 3:

- a. **Type Action:** Item 7
 - i. **Contract Number:** Item 7a, enter the assigned prime contract number the prime contractor has with the Government customer.
 - ii. **Latest Modification:** Item 7b, enter the number of the latest contract modification.
 - iii. **Solicitation Number:** Item 7c, if the data are in response to a solicitation in accordance with DFARS 234.7101, 252.234-7003, and 252.234-7004, enter the solicitation number.
 - iv. **Name:** Item 7d, enter the common reference name for the prime contract.
 - v. **Order/Lot Number(s):** Item 7e, If the contract contains a task order(s), delivery order(s), and/or lot number(s) being reported on for which the CSDR Plan has reporting requirements, enter each as “TO,” “DO,” or “Lot” followed by a blank space and the applicable number.
- b. **Appropriation:** Item 21, Check the appropriate box to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operation and Maintenance (O&M)—used to fund the entire contract or the particular contract line item being reported on. The appropriation type must agree with the type specified in Item 9c of the CSDR contract plan, DD Form 2794.

- c. **Period of Performance:** Item 8, enter the start and end dates related to the contractual period of performance.

3.2.4.3 Basic Info: DD 1921-2 Form

With the DD 1921-2 Form highlighted in the main cPet window, the Basic Info Dialog for the DD 1921-2 Form can be access via the  Basic Info icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required header information, or “metadata” fields, on the plan. See below for a description of each field by version:

 [2007 Version of 1921-2](#)

 [2011 Version of 1921-2](#)

3.2.4.3.1 2007 Version of 1921-2

1. Page 1:

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP) as specified on the DoD MDAP list.
- b. **Phase:** Item 1b, enter the program phase (development, low rate initial production, production, etc.).
- c. **Prime Mission Product:** Item 2, enter the most current official military designation for the end item as specified by the appropriate classification standard. If the end item does not have a military designation, enter the type of the product being developed or procured, for example, radar.
- d. **Contractor Type:** Item 3, for a prime or associate contractor, check “Prime/Associate.” For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor.”
- e. **Contractor Name and Address:** Item 4, enter the name, division (if applicable), and address (including ZIP code) of the reporting prime contractor or direct-reporting subcontractor.

- f. **Customer Name:** Item 6, (Direct-Reporting Subcontractor Use Only) enter the name of the prime contractor for whom the work on the subcontract is being performed.

2. Page 2:

- a. **Type Action:** Item 7
 - i. **Contract Number:** Item 7a, enter the assigned prime contract number the prime contractor has with the Government customer.
 - ii. **Latest Modification:** Item 7b, enter the number of the latest contract modification.
 - iii. **Solicitation Number:** Item 7c, if the data are in response to a solicitation in accordance with DFARS 215-403.5, enter the solicitation number.
 - iv. **Name:** Item 7d, enter the common reference name for the prime contract.
- b. **Appropriation:** Item 21, check the appropriate box(es) to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operating and Maintenance (O&M)—used to fund the WBS Reporting Element. If multiple boxes are checked, provide the relative percentage breakout in Item 22 (“Remarks”).
- c. **Period of Performance:** Item 8, enter the start and end dates related to the contractual period of performance.

3. Page 3:

- a. **Report Cycle:** Item 9, check “Initial,” “Interim,” or “Final” report, as appropriate.
- b. **Approved Plan Number:** Item 5, enter the Approved Plan Number from Item 9 of the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- c. **Submission Number:** Item 10, enter the submission number for the report provided in Item 14a of the most current OSD CAIG Chair-approved contract or subcontract CSDR Plan.

- d. **Resubmission Number:** Item 11, enter “0” (zero) for original submission. If the report is a resubmission, enter the resubmission number, starting with “1” for the first resubmission, “2” for the second resubmission, and so on.
- e. **Report As Of:** Item 12, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with Item 14d of the OSD CAIG Chair-approved DD Form 2794 contract or subcontract CSDR Plan.
- f. **Point of Contact:** Items 13 – 16, enter the following information for the person to contact for answers to any questions about entries on DD Form 1921-1: Last Name, First Name, and Middle Initial (Item 13); Department (Item 14); Telephone Number, including Area Code (Item 15); and E-Mail Address (Item 16).
- g. **Date Prepared:** Item 17, enter the date the report was prepared in the appropriate numeric format.

3.2.4.3.2 2011 Version of 1921-2

1. Page 1:

- a. **Program Name:** Item 1a, enter the name given to the Major Defense Acquisition Program (MDAP) or Major Automated Information Systems (MAIS) as shown in the DDCA approved CSDR plan.
- b. **Phase:** Item 1b, check the box for the appropriate Phase/Milestone which is being reported: Pre-A (Material Solution Analysis Phase), A (Technology Development Phase), B (Engineering and Manufacturing Development Phase), CLRIP (Production and Deployment Phase – Low-Rate Initial Production), C-FRP (Production and Deployment Phase – Full-Rate Production), or O&S (Operations and Support Phase).
- c. **Prime Mission Product:** Item 2, enter the most current official military designation for the end item as specified by the appropriate classification

standard. If the end item does not have a military designation, enter the type of product being developed or procured, for example, radar.

- d. **Approved Plan Number:** Item 5, enter the Approved Plan Number from Item 10 of the current OSD DDCA-approved contract or subcontract CSDR Plan that authorized the collection of data for this report.
- e. **Submission Number:** Item 10, enter the submission number for the report provided in Item 14a of the current OSD DDCA-approved contract or subcontract CSDR Plan.
- f. **Resubmission Number:** Item 11, enter “0” (zero) for original submission. If the report is a resubmission, enter the resubmission number, starting with “1” for the first resubmission, “2” for the second resubmission, and so on.
- g. **Report As Of:** Item 12, enter the appropriate numeric data for the year, month, and last day of the reporting period. The report as of date must be consistent with Item 14d of the OSD CAIG Chair-approved DD Form 2794 contract or subcontract CSDR Plan.
- h. **Report Cycle:** Item 9, check “Initial,” “Interim,” or “Final” report, as appropriate.
- i. **Point of Contact:** Items 13 – 16, enter the following information for the person to contact for answers to any questions about entries on DD Form 1921-1: Last Name, First Name, and Middle Initial (Item 13); Department (Item 14); Telephone Number, including Area Code (Item 15); and E-Mail Address (Item 16).
- j. **Date Prepared:** Item 17, enter the date the report was prepared in the appropriate numeric format.

2. Page 2:


- a. **Reporting Organization Type:** Item 3, for a prime or associate contractor, check “Prime/Associate.” For a direct-reporting subcontractor, check “Direct-Reporting Subcontractor.”
- b. **Performing Organization:** Item 4a, enter the name and address (including ZIP code) of the reporting organization actually performing the work.

- c. **Division:** Item 4b, enter the reporting organization's division name and address (including ZIP code) if different than the performing organization.
- d. **Customer:** Item 6, (Direct-Reporting Subcontractor Use Only) enter the name of the prime contractor for whom the work on the subcontract is being performed.

3. **Page 3:**

- a. **Type Action:** Item 7
 - i. **Contract Number:** Item 7a, enter the assigned prime contract number the prime contractor has with the Government customer.
 - ii. **Latest Modification:** Item 7b, enter the number of the latest contract modification.
 - iii. **Solicitation Number:** Item 7c, if the data are in response to a solicitation in accordance with DFARS 234.7101, 252.234-7003, and 252.234-7004, enter the solicitation number.
 - iv. **Name:** Item 7d, enter the common reference name for the prime contract.
 - v. **Order/Lot Number(s):** Item 7e, If the contract contains a task order(s), delivery order(s), and/or lot number(s) being reported on for which the CSDR Plan has reporting requirements, enter each as "TO," "DO," or "Lot" followed by a blank space and the applicable number.
- b. **Appropriation:** Item 21, Check the appropriate box to indicate the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operation and Maintenance (O&M)—used to fund the entire contract or the particular contract line item being reported on. The appropriation type must agree with the type specified in Item 9c of the CSDR contract plan, DD Form 2794.
- c. **Period of Performance:** Item 8, enter the start and end dates related to the contractual period of performance.

3.2.4.4 Basic Info: DD 1921-3 Form

With the DD 1921-3 Form highlighted in the main cPet window, the Basic Info Dialog for the DD 1921-3 Form can be accessed via the  Basic Info icon on the cPet toolbar. Within this dialog, the user can view and edit all of the required header information, or “metadata” fields, on the plan. See below for a description of each field by version:

1. 2011 Version of 1921-3:

a. Report Info:


- i. **Contractor Name/Address:** Item 1, Enter the name, division (if applicable), and address (including ZIP code) of the reporting contractor.
- ii. **FPR Unit:** Item 2, Enter the FPR unit reflected in the report, which the business entity (e.g., plant, site, or business unit) responsible for submitting the Forward Pricing Rate Proposal (FPRP) representing the basis for Forward Pricing Rate Agreement (FPRA) negotiations with the government. This business entity is referred to as the “FPR unit” in the Contractor Business Data Report and in the remainder of this DID. In the absence of a FPR requirement, the term “FPR unit” should be interpreted for reporting purposes as “business unit” as defined in the FAR.
- iii. **Implementing Contract Number:** Item 3, enter the number of the contract containing the DD 1921-3 reporting requirement.
- iv. **Point of Contact:** Items 7 – 10, Enter the following information for the person to contact for answers to any questions about entries on the DD Form 1921-3: Last Name, First Name, and Middle Initial (Item 7); Department (Item 8); Telephone Number, including Area Code (Item 9); and Email Address (Item 10).
- v. **Date Prepared:** Item 11, enter the date the report was prepared.




- b. **Remarks:** Note any relevant information that could be useful in the interpretation of the data provided in this report, including any explanations

specified in the items above. If applicable, also provide details on the composition of Line 11 (“Other DoD Effort”), Line 12 (“Other Government Effort”), or Line 13 (“Commercial Effort”) if the line accounts for 10% or more in any of the dollar or hour totals in Line 14. Provide details on the composition of Line 25 (“Other Miscellaneous”) if the line accounts for 10% or more in any of the dollar or hour totals in Lines 27 and 28.

3.2.5 Cost Data

The Cost Data dialogs within cPet allow the user to view and edit the required cost data fields for the DD 1921, DD 1921-1, DD 1921-2, and DD 1921-3 Forms. Within this dialog, the user can view and edit all of the required cost data fields, on the plan.


Within the  Cost Data Dialog, there are icons in the Tool Bar that are available:

1.  Create an Excel template file based on the WBS elements and the cost columns (e.g. Nonrecurring To Date).
2.  Export the cost data to the template file that was created using the icon above.
3.  Import cost data into cPet from a template file

See the below for links to information for each dialog:

- ➡ [Cost Data Dialog: DD 1921 Form](#)
- ➡ [Cost Data Dialog: DD 1921-1 Form](#)
- ➡ [Cost Data Dialog: DD 1921-2 Form](#)
- ➡ [Cost Data Dialog: DD 1921-3 Form](#)

3.2.5.1 Cost Data: DD 1921 Form

With the DD 1921 Form highlighted in the main cPet window, the Cost Data Dialog for the DD 1921 Form can be accessed via the  Cost Data icon on the cPet toolbar. See below for a description of each field by version:

➡ [2003 Version of 1921](#)

➡ [2007 & 2011 Versions of 1921](#)

3.2.5.1.1 2003 Version of 1921

1. **Contract Line Item Number:** Column A, enter the corresponding CLIN # for the WBS element.
2. **Reporting Element:** Column B, enter the WBS Reporting Elements identically as presented in the OSD CAIG Chair-approved contract or subcontract CSDR Plan. In addition, enter each of the Summary Reporting Elements.
3. **WBS Element Code:** Column C, enter the WBS Element Code for each WBS Reporting Element being reported in Column B identically as presented in the OSD CAIG Chair-approved Contract or Subcontract CSDR Plan.
4. **Costs Incurred To Date**
 - a. **# of Units:** Column D, report the estimated cumulative number of units to date.
 - b. **Nonrecurring:** Column E, enter the actual nonrecurring costs incurred to date for each WBS Reporting Element.
 - c. **Recurring:** Column F, enter the actual recurring costs incurred to date for each WBS Reporting Element.
 - d. **Total:** Column G, enter the actual total costs incurred to date for each WBS Reporting Element, which is equal to the sum of Columns E and F.
5. **Costs Incurred At Completion:**
 - a. **# of Units:** Column H, enter the number of units to be procured under the contract.


- b. **Nonrecurring:** Column I, enter the current estimated nonrecurring costs incurred at completion for each WBS Reporting Element.
- c. **Recurring:** Column J, enter the current estimated recurring costs incurred at completion for each WBS Reporting Element.
- d. **Total:** Column K, enter the current estimated total costs incurred at completion for each WBS Reporting Element, which is equal to the sum of Columns I and J.

3.2.5.1.2 2007 & 2011 Version of 1921

1. **Reporting Element:** Column A, Enter the WBS Reporting Elements identically as presented in Item 11 of the OSD CAIG Chair-approved contract or subcontract CSDR Plan. In addition, enter each of the Summary Reporting Elements.
2. **WBS Element Code:** Column B, enter the WBS Element Code for each WBS Reporting Element being reported in Column B identically as presented in Item 10b of the OSD CAIG Chair-approved Contract or Subcontract CSDR Plan.
3. **Costs Incurred To Date**
 - a. **# of Units:** Column C, report the estimated cumulative number of units to date.
 - b. **Nonrecurring:** Column D, enter the actual nonrecurring costs incurred to date for each WBS Reporting Element.
 - c. **Recurring:** Column E, enter the actual recurring costs incurred to date for each WBS Reporting Element.
 - d. **Total:** Column F, enter the actual total costs incurred to date for each WBS Reporting Element, which is equal to the sum of Columns D and E.
4. **Costs Incurred At Completion:**
 - a. **# of Units:** Column G, enter the number of units to be procured under the contract.
 - b. **Nonrecurring:** Column H, enter the current estimated nonrecurring costs incurred at completion for each WBS Reporting Element.

- c. **Recurring:** Column I, enter the current estimated recurring costs incurred at completion for each WBS Reporting Element.
- d. **Total:** Column J, enter the current estimated total costs incurred at completion for each WBS Reporting Element, which is equal to the sum of Columns H and I.

3.2.5.2 Cost Data: DD 1921-1 Form

With the DD 1921-1 Form highlighted in the main cPet window, the Cost Data Dialog for the DD 1921-1 Form can be access via the  Cost Data icon on the cPet toolbar. See below for a description of each field by version:

➡ [2003 version of 1921-1](#)

➡ [2007 & 2011 Versions of 1921-1](#)

3.2.5.2.1 2003 Version of 1921-1

1921-1 Part 1 from ____ for cPet Demonstration Space System (CDSS)

File

Select Cost Type: ☒ Non-Recurring ☐ Recurring ☐ Total

Quantity: To Date At Completion

WBS Item #	WBS Item Name	Non-Recurring Costs	Reporting Contractor		Subcontractor		Total	
			To Date	At Completion	To Date	At Completion	To Date	At Completion
1.0	Space System							
1.1	SEIT/PM and Other Co...							
1.2	Space Vehicle (1...n as...							
1.2.1	SEIT/PM and Other Co...							
1.2.2	Spacecraft Bus							
1.2.2.1	Integration, Assembly...							
1.2.2.2	Telemetry, Tracking, a...							
1.2.3	Communication / Payload							
1.2.3.1	Communication							
1.2.3.1.1	UHF Antenna Subsystem							
1.2.3.1.2	KA Antenna Subsystem							
1.2.3.2	Payload							
1.2.3.2.1	Legacy Subsystem							
1.2.3.2.2	KA to UHF Subsystem							
1.2.4	Booster Adapter							
1.2.5	Space Vehicle Storage							
1.2.6	Launch Systems Integr...							
1.2.7	Launch Operations & M...							
1.3	Ground (1...n as requir...							
1.3.1	SEIT/PM and Other Co...							
1.3.2	Ground Terminal Subsy...							
1.3.3	Command and Control ...							
1.3.4	Mission Management S...							
1.3.5	Data Archive/Storage ...							
1.3.6	Mission Data Processin...							
1.3.7	Mission Data Analysis a...							
1.3.8	Mission Infrastructure ...							
1.3.9	Collection Management...							
1.3.10	Satellite Control Subsy...							
1.4	Launch Vehicle							
1.5	User Equipment							

Non-Recurring Costs

Engineering

1. Direct Labor Hours

2. Direct Labor Dollars

3. Overhead

4. Material

5. Other Direct Charges (Specify)

6. Total Engineering Dollars

Tooling

7. Direct Labor Hours

8. Direct Labor Dollars

9. Overhead

10. Material and Purchased Tools

11. Other Dir. Charges (Specify)

12. Total Dollars

Quality Control

13. Direct Labor Hours

14. Direct Labor Dollars

15. Overhead

16. Other Direct Charges (Specify)

17. Total Quality Control Dollars

Manufacturing

18. Direct Labor Hours

19. Direct Labor Dollars

20. Overhead

21. Raw Materials and Purchased Parts

22. Other Direct Charges (Specify)

23. Total Dollars

Other Costs

24. Purchased Equipment

25. Material Overhead

26. Other Costs Not Shown Elsewhere (Specify)

Summary

27. Total Cost (Direct and Overhead)

Remarks

Num

1. **Select Cost Type:** Item 14, select either “Nonrecurring”, “Recurring”, or “Total” to indicate what type of costs are being reported on the selected 1921-1 form.
2. **Quantity:** Item 15, report the number of units for both To Date and At Completion.
3. **WBS Item #:** Item 12, the WBS element code will appear as it is reported on the 1921 report.
4. **WBS Item Name:** Item 13, the WBS element name will appear as it is reported on the 1921 report.

5. **Functional Labor Categories:** Lines 1 – 27, enter the To Date and At Completion cost and hour data associated with each required functional labor category on the 1921-1 form.
6. **Reporting Contractor:** Columns A & B, enter the cost and hour data for each functional labor category that is associated with the reporting contractor.
7. **Subcontractor:** Columns C & D, enter the cost and hour data for each functional labor category that is associated with subcontractor or outside production and services.
8. **Total:** Columns E & F, enter the total To Date and At Completion cost and hour data associated with each required functional labor category.
9. **Remarks:** Item 28, note any relevant information that could be useful in the interpretation of the data provided in this report, including a list of each direct-reporting subcontractor and corresponding subcontract prices. If applicable, also provide the cost composition details of Line 26 (“Other Costs Not Shown Elsewhere”) if the total amount of dollars shown in Line 27 is greater than or equal to 15% of the total cost of the WBS Reporting Element.

3.2.5.2.2 2007 & 2011 Version of 1921-1

1921-1 from ____ for cPet Demonstration Space System (CDSS)

File

WBS Item # WBS Item Name

1.0 Space System

1.1 SEIT/PM and Other Co...

1.2 Space Vehicle (1...n as...

1.2.1 SEIT/PM and Other Co...

1.2.2 Spacecraft Bus

1.2.2.1 Integration, Assembly...

1.2.2.2 Telemetry, Tracking, a...

1.2.3 Communication / Payload

1.2.3.1 Communication

1.2.3.1.1 UHF Antenna Subsystem

1.2.3.1.2 KA Antenna Subsystem

1.2.3.2 Payload

1.2.3.2.1 Legacy Subsystem

1.2.3.2.2 KA to UHF Subsystem

1.2.4 Booster Adapter

1.2.5 Space Vehicle Storage

1.2.6 Launch Systems Integr...

1.2.7 Launch Operations & M...

1.3 Ground (1...n as requir...

1.3.1 SEIT/PM and Other Co...

1.3.2 Ground Terminal Subsy...

1.3.3 Command and Control ...

1.3.4 Mission Management S...

1.3.5 Data Archive/Storage ...

1.3.6 Mission Data Processin...

1.3.7 Mission Data Analysis & ...

1.3.8 Mission Infrastructure ...

1.3.9 Collection Management...

1.3.10 Satellite Control Subsy...

1.4 Launch Vehicle

1.5 User Equipment

Number of Units

To Date

At Completion


To Date			At Completion		
Nonrecurring	Recurring	Total	Nonrecurring	Recurring	Total
Engineering					
(1) Direct Engineering Labor Hours					
(2) Direct Engineering Labor Dollars					
(3) Engineering Overhead Dollars					
(4) Total Engineering Dollars					
Manufacturing					
(5) Direct Tooling Labor Hours					
(6) Direct Tooling Labor Dollars					
(7) Direct Tooling & Equipment Dollars					
(8) Direct Quality Control Labor Hours					
(9) Direct Quality Control Labor Dollars					
(10) Direct Manufacturing Labor Hours					
(11) Direct Manufacturing Labor Dollars					
(12) Manufacturing Operations Overhead Dollars					
(13) Total Manufacturing Dollars					
Materials					
(14) Raw Material Dollars					
(15) Purchased Parts Dollars					
(16) Purchased Equipment Dollars					
(17) Material Handling/Overhead Dollars					
(18) Total Direct-Reporting Subcontractor Dollars					
(19) Total Material Dollars					
Other Costs					
(20) Other Costs Not Shown Elsewhere					
Summary					
(21) Total Cost					
Remarks					

Num

1. **WBS Item #:** Item 18, the WBS element code will appear as it is reported on the 1921 report.
2. **WBS Item Name:** Item 19, the WBS element name will appear as it is reported on the 1921 report.
3. **Number of Units:** Item 20, report the number of units for both To Date and At Completion.
4. **Functional Labor Categories:** Lines 1 – 20, enter the To Date and At Completion cost and hour data associated with each required functional labor category on the 1921-1 form.

5. **To Date:** Columns A (Nonrecurring), B (Recurring), and C (Total); enter the To Date cost and hour data associated with each functional category on the 1921-1 form.
6. **At Completion:** Columns D (Nonrecurring), E (Recurring), and F (Total); enter the At Completion cost and hour data associated with each functional category on the 1921-1 form.
7. **Remarks:** Note any relevant information that could be useful in the interpretation of the data provided in this report, including a list of each direct-reporting subcontractor and corresponding subcontract prices. If applicable, also provide (1) the cost composition details of Line 20 (“Other Costs Not Shown Elsewhere”) if the total amount of dollars shown in Line 20 is greater than or equal to 15% (2007 Version) or 10% (2011 Version) of the total cost of the WBS Reporting Element and (2) the relative percentage breakout of appropriations checked in Item 21.

3.2.5.3 Cost Data: DD 1921-2 Form

With the DD 1921-2 Form highlighted in the main cPet window, the Cost Data Dialog for the DD 1921-2 Form can be accessed via the  Cost Data icon on the cPet toolbar. The only versions available in cPet are for the 2007 and 2011 versions of the 1921-2 form. See below for a description of each field:

1921-2 from Demo Corporation, 456 Test Blvd, New York, NY, 55555 for cPet Demonstration Space System (CDSS)

File

WBS Elements

- 1.0 Space System
- 1.2 Space Vehicle (1.....)

Units/Lots Completed

Unit Total

Data Elements	Completed Unit/Lot (1)	Completed Unit/Lot (2)	Completed Unit/Lot (3)	Completed Unit/Lot (4)	Wk Process
(1) Model and Series	xyz	xyz	xyz	xyz	
(2) First Unit	1.0	2.0	3.0	5.0	
(3) Last Unit					
(4) Concurrent Units/Lots					
Characteristics					
(5a) Weight	5	5	5	5	
(5b) Power	2	3	4	5	
(5c) Length	2	2	2	2	
Engineering (recurring only)					
(6) Direct Engineering Labor Hours					
(7) Direct Engineering Labor Dollars					
Manufacturing Operations (recurring only)					
(8) Direct Tooling Labor Hours					
(9) Direct Tooling Labor Dollars					
(10) Direct Tooling & Equipment Dollars					
(11) Direct Quality Control Labor Hours					


Remarks

Num

1. **WBS Elements:** Items 18 (WBS Element Code) and 19 (WBS Reporting Element), the elements are automatically displayed and the user can click each element to see the cost data.
2. **Units/Lots Completed:** Item 20, For the WBS Element Code reported in Item 18, check the appropriate box to indicate whether the hour and cost data entered on this report are for unit or lot totals as specified in Item 15 ("Remarks") of the OSD DDCA-approved DD Form 2794 Contract or Subcontract CSDR plan.
3. **Data Elements:** Lines 1 – 22, Enter incurred cost or hours for completed units/lots, work-in-process, and total costs or hours incurred to date on a recurring basis only. All data element fields must be completed with a value or a zero (rather than a blank) when dollars or hours have not been incurred to date for the reporting period.

4. **Completed Unit/Lot (1-n):** Column A, for the WBS Element Code reported in Item 18, enter appropriate cost and hour data for each unit or lot completed, even if the DoD contracting component has not yet accepted the item. Include all completed units whether consumed internally or designated as test, operational, or spare. Add sequential columns in the form as needed (i.e., A5, A6...A n ,) to account for all units/lots completed.
5. **Work in Process:** Column B, for the WBS Element Code reported in Item 18, enter the actual incurred cost and hour data for all units or lots started but not yet completed during the reporting period. Include only the direct labor and direct material costs and hours associated with this effort.
6. **Total To Date:** Column C, For the WBS Element Code reported in Item 18, enter the sum of Columns A1 through A n and Column B. The direct cost and hours reported in Column C should match the Incurred to Date direct recurring cost and hour data reported on the DD Form 1921-1 report for the same WBS Element Code.

3.2.5.4 Cost Data: 1921-3 Form

With the DD 1921-3 Form highlighted in the main cPet window, the Cost Data Dialog for the DD 1921-3 Form can be access via the  Cost Data icon on the cPet toolbar. The only version available in cPet is the 2011 version of the 1921-3 form. See below for a description of each field:

1. Page 1:

1921-3 from *Demo* ABCD Corporation, Santa Barbara, CA for Research & Development

File

Page 1 Page 2

Reports

- Current Year Report [FY 2011]
- Current Year Report [FY 2010]

Data Period: Current Year

Fiscal Year: 2011

Start Date: 11/30/2010

End Date: 6/15/2011

Direct Costs by Program

Program Name	A/F	Contract Number	Equivalent Units	Buyer	Engineering Workers	Engineering Dollars
1. Program A	F	X12345-10-Z-1111	1.2	Army	0.1	8,343.8
2. Program B	F	X12345-10-Z-2222	4.5	Air Force	0.1	7,334.9
3. Program C	F	X12345-10-Z-3333	2.3	Army	0.1	6,454.0
4. Program D	F	X12345-10-Z-4444	6.5	Other Govt	0.0	333.5
5. Program E	F	X12345-10-Z-5555	3.0	Air Force	0.5	20,439.0
6. Program F	F	X12345-10-Z-6666	0.8	Navy	0.4	18,292.0
7. Program G	F	X12345-10-Z-7777	1.7	Navy	0.1	7,369.6

Indirect Costs by Category

Name	Engineering Workers	Engineering Dollars
15. Indirect Labor	1.5	99,304.6
16. Employee Benefits		23,046.3
17. Payroll Taxes		11,343.5
18. Employment		6,343.4
19. Communication/Travel		15,303.8
20. Production Related		2,040.3

Num

- a. **Reports:** Lists each 1921-3 report. The user can click each report to see the associated data.
- b. **Data Period:** Item 4, enter either “Current”, “Prior”, or “Future” for the fiscal year reported on the page.
- c. **Fiscal Year:** Item 5, Enter the company’s year designation (e.g., 2008) for the fiscal year reported on the page.
- a. **Start Date:** Item 6, enter the start date of the fiscal year reported on the page.
- b. **End Date:** Item 6, enter the end date of the fiscal year reported on the page.
- c. **Direct Costs by Program:** Section A (Lines 1 -14), enter all direct costs by program.
- d. **Indirect Costs by Category:** Section B (Lines 15 – 30), enter all costs associated with the indirect cost categories.

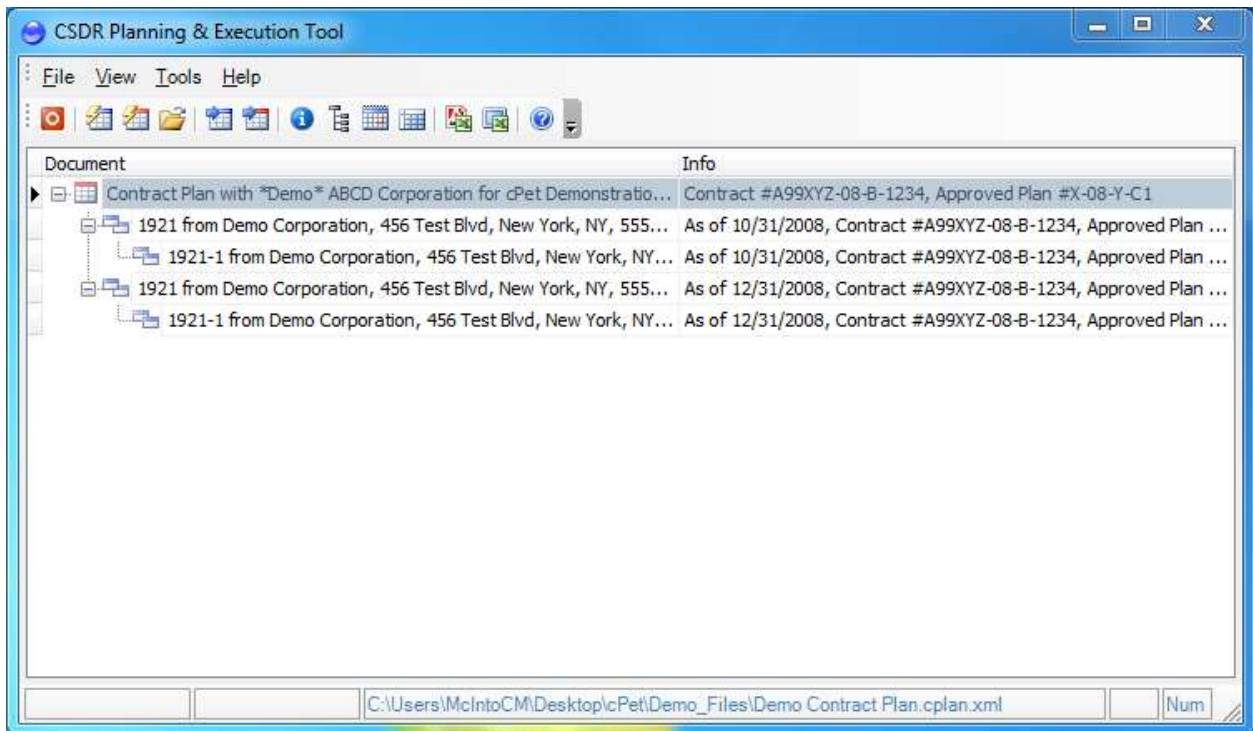
2. Page 2:

- a. **FPR Unit % of Full Production Capacity:** Section C, full production capacity represents the maximum output that the FPR unit is capable of producing during the current fiscal year. Divide actual output from the current fiscal year reporting period by the maximum output to calculate % of Full Production Capacity.
 - i. **Method of Calculating % Capacity:** Section C, this area to define the method used in calculating "FPR unit % of Full Production Capacity." Percentage is to be calculated based on the current utilization/configuration of the plants in the FPR unit.
- b. **Number of Shifts:** Section C, enter the average number of shifts operating in the FPR unit for the current fiscal year. Average is defined here as the sum of the numbers of shifts at the end of each month divided by the number of months being reported. If shift scheduling is not uniform within the FPR unit, provide additional explanation in the Remarks section.
- c. **Direct Labor Rates by Functional Category:** Section D (Lines 1 – 2c), report average data by quarter for the contractor's current fiscal year, the prior year (as an average), and as projected for each of the next two future years.
- d. **Total FPR Unit Revenue Sales:** Section E, the total sales in thousands of dollars for current and prior years.
- e. **Organizational Changes:** Section F, use this area to report significant organizational changes to the FPR unit that have occurred and are projected to occur, for each year of the reporting period.
- f. **Accounting Changes:** Section F, use this area to report significant accounting changes to the FPR unit that have occurred and are projected to occur, for each year of the reporting period. Identify the specific effects on cost or data (i.e. hours, workers) categories on the 1921-3 that were and will be impacted by the accounting change(s).

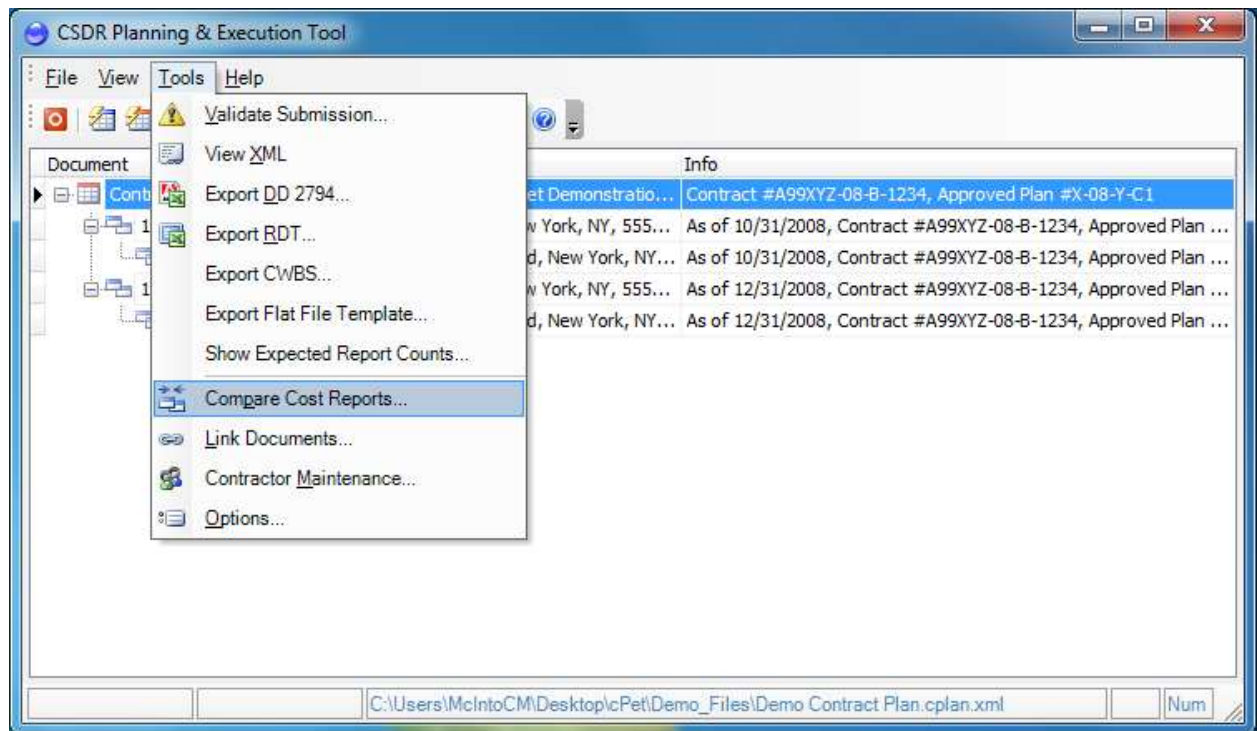
3.2.6 Cost Report Comparison

3.2.6.1 Cost Report Comparison: DD 1921 Form

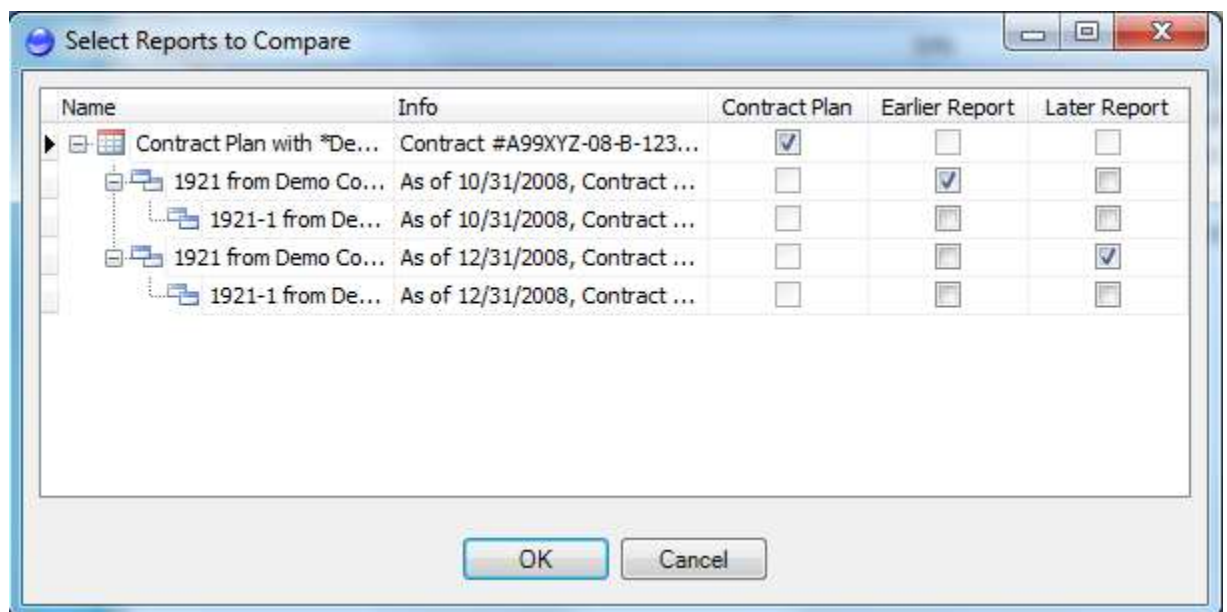
To begin comparing cost reports, a valid Contract Plan and DD 1921 Form with DD 1921-1 Forms, must be uploaded into cPet:



1. Navigate to **Tools** → **Compare Cost Reports**:



2. This dialog appears and an "Earlier" 1921 and a "Later" 1921 must be chosen through the [Select Reports to Compare](#) dialog:




3. The Comparison Options are displayed at the top, followed by the cost data:

WBS Element Code	WBS Element Name	Earlier To Date # of Units	Later To Date # of Units	Earlier To Date Nonrecurring	Later To Date Nonrecurring	Earlier To Date Recurring	Later To Date Recurring	Earlier To Date Total
1.0	Space System	0.0	0.0	419,000.0	416,500.0	49,200.0	49,200.0	468,200.0
1.1	SET/PM and Other Common Elements	0.0	0.0	25,000.0	25,000.0	25,000.0	25,000.0	50,000.0
1.2	Space Vehicle (T... as required)	0.0	0.0	229,000.0	226,500.0	13,200.0	13,200.0	242,200.0
1.2.1	SET/PM and Other Common Elements	0.0	0.0	24,000.0	23,000.0	5,000.0	5,000.0	29,000.0
1.2.2	Spacecraft Bus	0.0	0.0	22,000.0	22,000.0	2,500.0	2,500.0	24,500.0
1.2.2.1	Integration, Assembly, Test and Checkout	0.0	0.0	12,000.0	12,000.0	2,000.0	2,000.0	14,000.0
1.2.2.2	Telemetry, Tracking, and Command Subsy...	0.0	0.0	10,000.0	10,000.0	500.0	500.0	10,500.0
1.2.3	Communication / Payload	0.0	0.0	24,000.0	22,500.0	0.0	100.0	24,000.0
1.2.3.1	Communication	0.0	0.0	17,000.0	16,500.0	0.0	0.0	17,500.0
1.2.3.1.1	UHF Antenna Subsystem	0.0	0.0	8,000.0	8,000.0	0.0	0.0	8,000.0

4. The **WBS Tracking** legend indicates which WBS elements appear on the Earlier report, the Later report, and the contract plan (the "Reference"). If the triangle icon (◀ or ▶) is shaded, then the WBS element appears on the report (Earlier or Later, respectively). For example, the symbol "◀▶" indicates that the WBS item is found on the Earlier report but not the Later. The shaded rectangle in the center indicates that the element appears on the contract plan. If the triangle/rectangle is *not* shaded, then the WBS element is not present on that report/plan. In the example above, the right arrow is not shaded. Thus the WBS element does not appear on the Later report.

- a. The gray areas in the cost data () reinforce the WBS Tracking symbols; the WBS element may not appear on one or more report.

 *Tip: It may be easier to see where data is missing from a report if you choose **Group** for the Arrangement under the Column Options (see below).*

5. Uncheck **Show Reference WBS** if you do not wish to see elements appearing on either report, only the contract plan.

6. A WBS element with a **hyperlink** indicates that there is a mismatch between the element names. Click on the hyperlink to understand this mismatch in the WBS Naming Discrepancies dialog. The element name may be different between the contract plan, the Earlier Report, and/or the Later Report.
7. Different columns/rows of data will be displayed depending on specified options. For instance, you can check which **columns** to show (# of Units, Nonrecurring, Recurring, and Total for both To Date and At Completion):

The 'Columns' dialog box contains two columns of checkboxes. The left column is for 'To Date' and the right column is for 'At Completion'. Each column has five options: '# of Units', 'Nonrecurring', 'Recurring', and 'Total'. All checkboxes are checked.

To Date	At Completion
<input checked="" type="checkbox"/> # of Units	<input checked="" type="checkbox"/> # of Units
<input checked="" type="checkbox"/> Nonrecurring	<input checked="" type="checkbox"/> Nonrecurring
<input checked="" type="checkbox"/> Recurring	<input checked="" type="checkbox"/> Recurring
<input checked="" type="checkbox"/> Total	<input checked="" type="checkbox"/> Total

Check which columns to display

8. The **Columns Options** allows you to change the column colors and group the columns in different arrangements.

The 'Column Options' dialog box has three sections: 'Appearance', 'Arrangement', and 'Show difference columns'. The 'Appearance' section has radio buttons for 'Color' and 'Black & White'. The 'Arrangement' section has radio buttons for 'Group' and 'Interleave'. The 'Show difference columns' section has a checkbox.

Change the column color → Appearance: ☐ Color ☒ Black & White

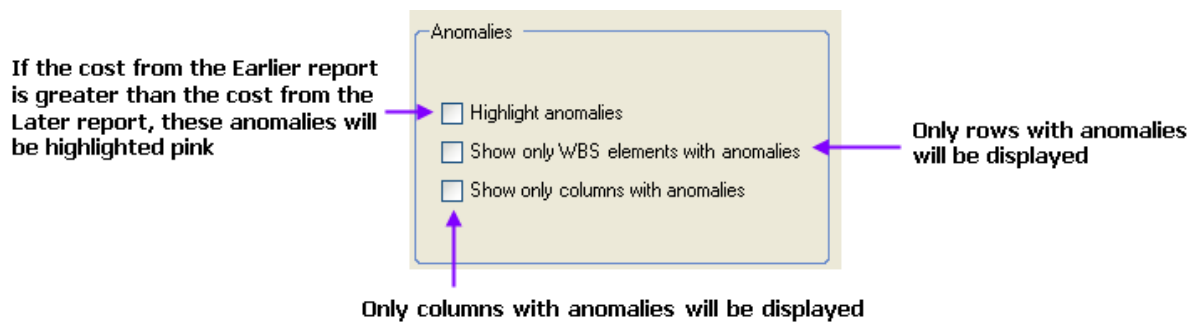
← Arrangement: ☒ Group ☐ Interleave

Choose "Group" to group the Earlier columns together and the Later columns together. Choose "Interleave" to arrange the Earlier columns next to the Later columns. For example, "Earlier To Date Total" will appear next to "Later To Date Total."

↑ ☐ Show difference columns

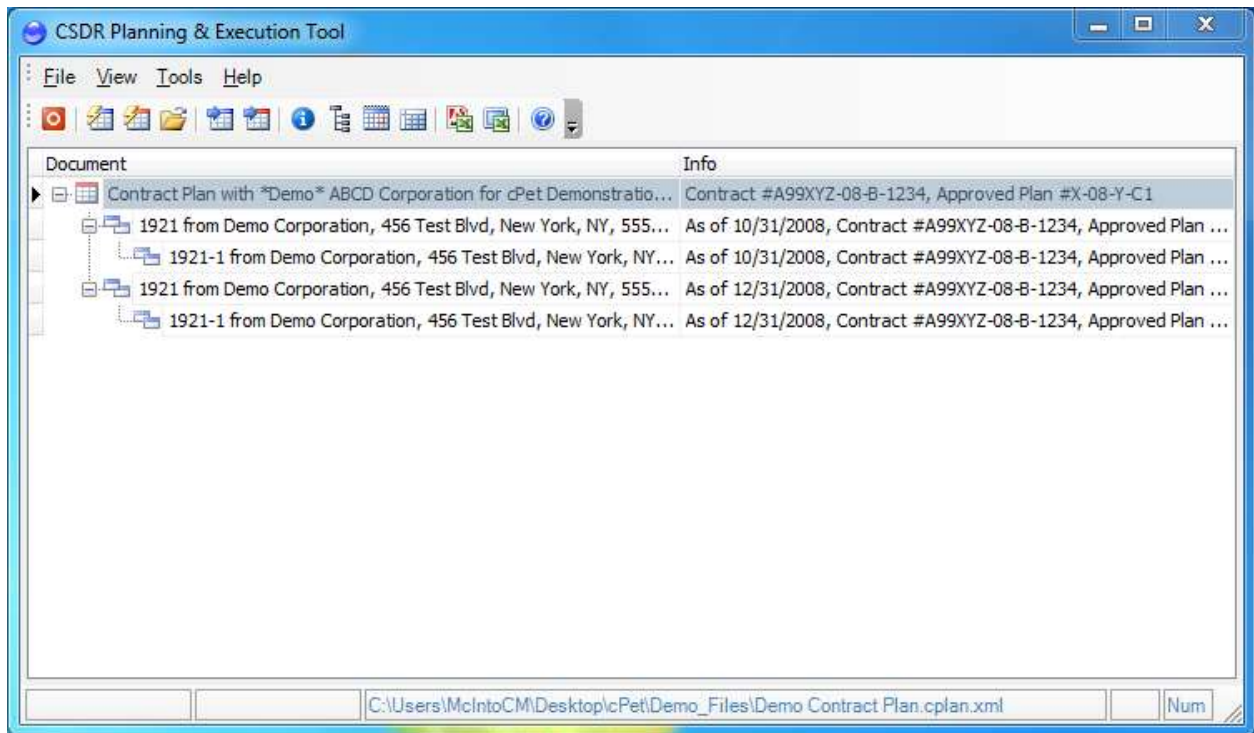
Check "Show difference columns" to display the delta between the Earlier and Later columns

9. You can select how **Anomalies** are displayed. cPet will indicate an anomaly if the cost from the Earlier report is greater than the cost from the Later Report. For instance, if the Earlier To Date Recurring is \$2,000 and the Later To Date Recurring is \$1,000 for a particular WBS element, then those costs will be highlighted pink as long as "Highlight anomalies" is checked.

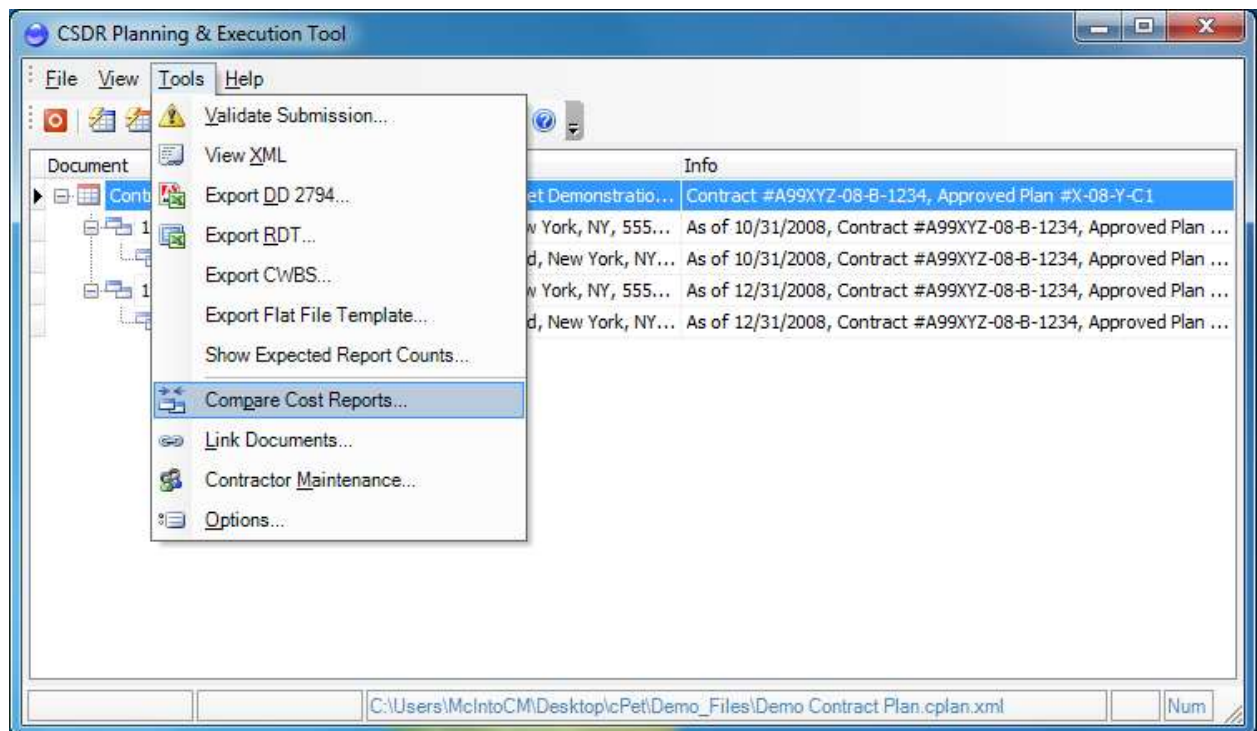


3.2.6.2 Cost Report Comparison: DD 1921-1 Form

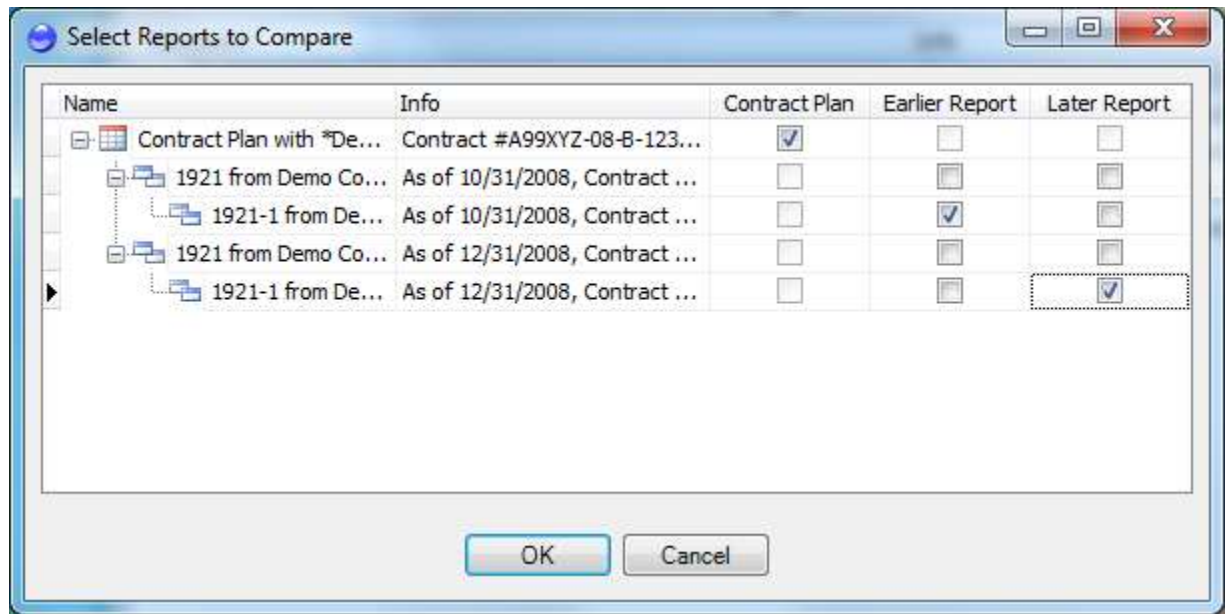
To begin comparing cost reports, a valid Contract Plan and DD 1921 Form with DD 1921-1 Forms, must be uploaded into cPet:



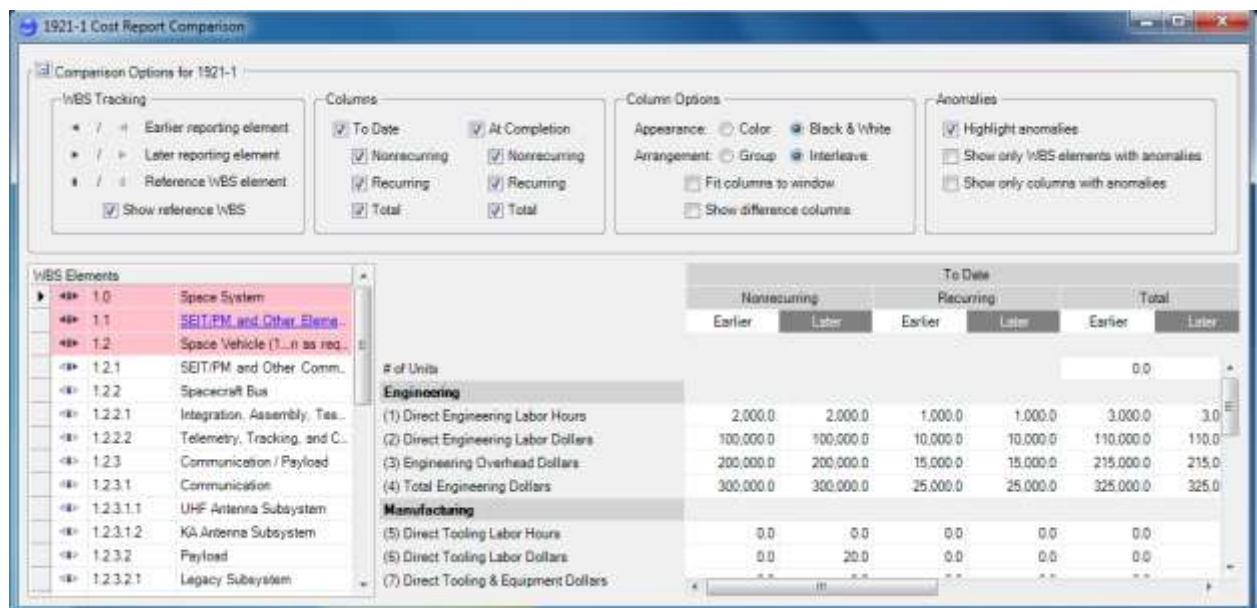
1. Navigate to **Tools** → **Compare Cost Reports**:




2. This dialog appears and an "Earlier" 1921-1 and a "Later" 1921-1 must be chosen through the [Select Reports to Compare](#) dialog:



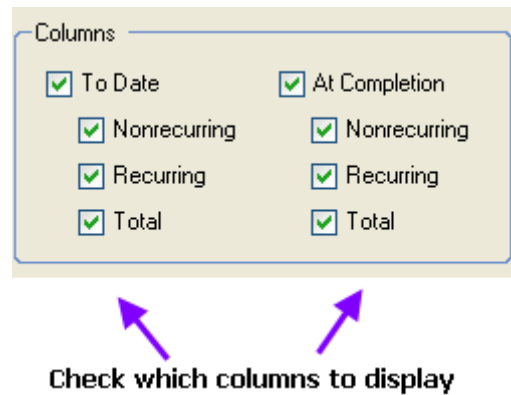
3. The Comparison Options are displayed at the top, followed by the cost data:



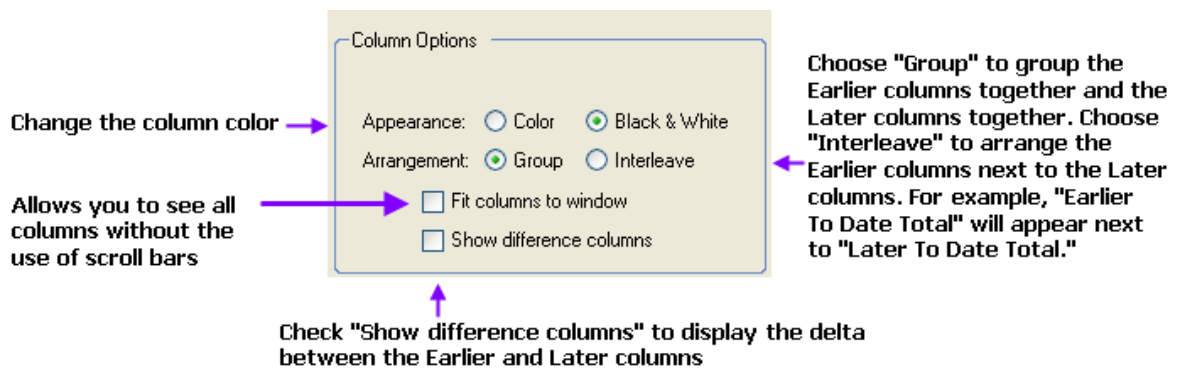
4. The **WBS Tracking** legend indicates which WBS elements appear on the Earlier report, the Later report, and the contract plan (the "Reference"). If the triangle icon (◀ or ▶) is shaded, then the WBS element appears on the report (Earlier or Later, respectively). For example, the symbol "◀▶" indicates that the WBS item is found on the Earlier report but not the Later. The shaded rectangle in the center indicates that the element appears on the contract plan. If the triangle/rectangle is *not* shaded, then the WBS element is not present on that report/plan. In the example above, the right arrow is not shaded. Thus the WBS element does not appear on the Later report.
5. The gray areas in the cost data () reinforce the WBS Tracking symbols; the cost data may not appear on one or more report.

 *Tip: It may be easier to see where data is missing from a report if you choose **Group** for the Arrangement under the Column Options (see below).*

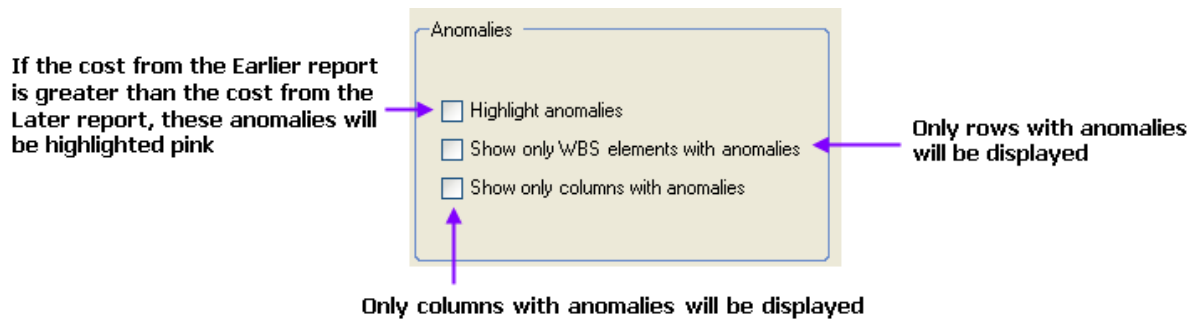
6. Uncheck **Show Reference WBS** if you do not wish to see elements appearing on either report, only the contract plan.
7. A WBS element with a **hyperlink** indicates that there is a mismatch between the element names. Click on the hyperlink to understand this mismatch in the [WBS Naming Discrepancies](#) dialog. The element name may be different between the contract plan, the Earlier Report, and/or the Later Report.
8. Different columns/rows of data will be displayed depending on specified options. For instance, you can check which **columns** to show (Nonrecurring, Recurring, and Total for both To Date and At Completion):



9. The **Columns Options** allows you to change the column colors and group the columns in different arrangements:



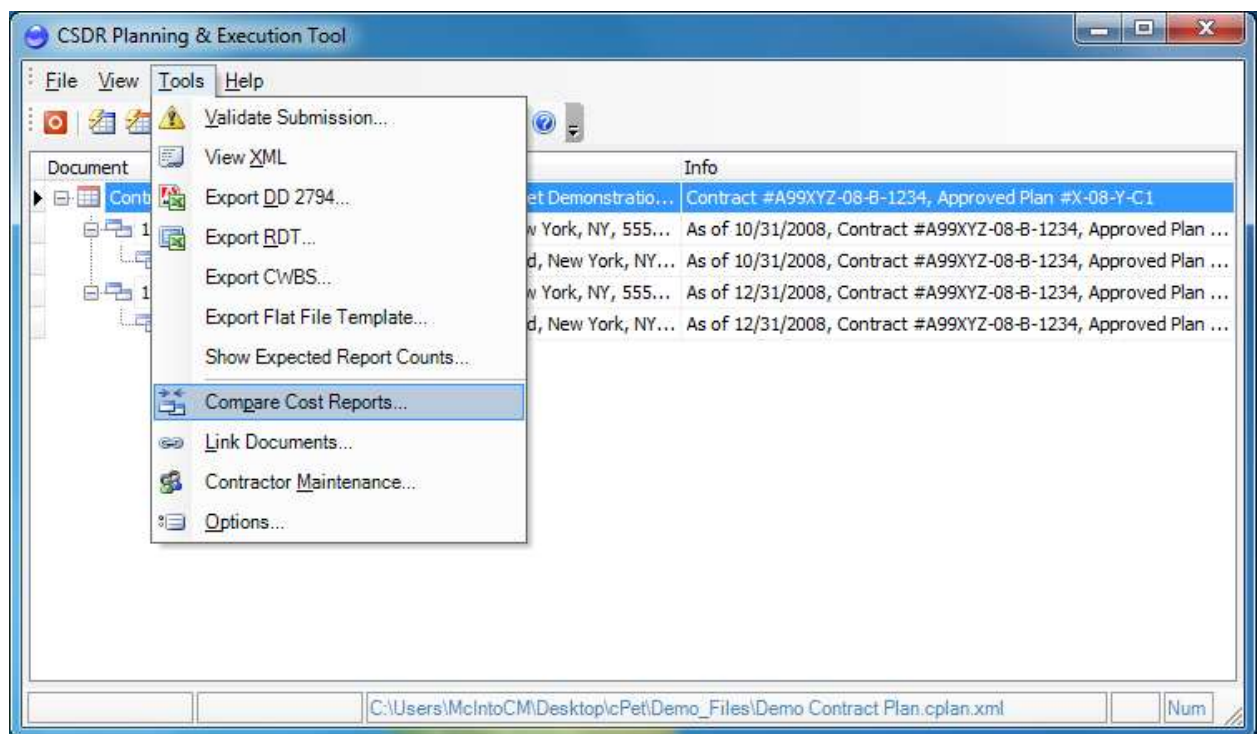
10. You can select how **Anomalies** are displayed. cPet will indicate an anomaly if the cost from the Earlier report is greater than the cost from the Later Report. For instance, if the Earlier To Date Recurring is \$2,000 and the Later To Date Recurring is \$1,000 for a particular row, then those costs will be highlighted pink as long as "Highlight anomalies" is checked:



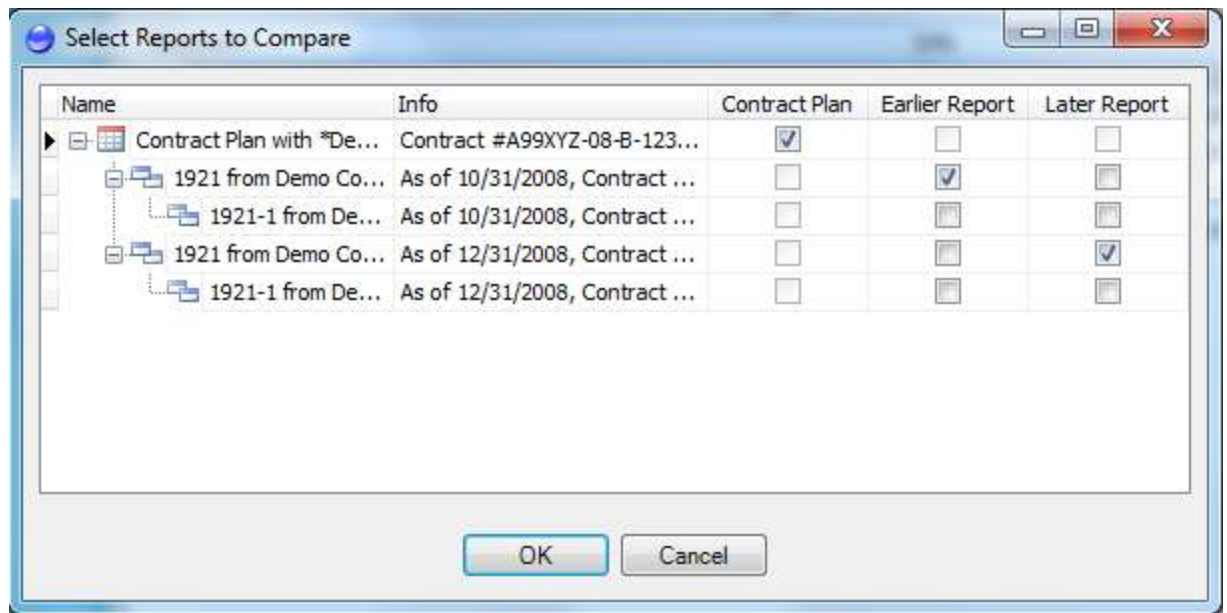
3.2.6.3 Select Cost Reports to Compare

The Select Reports to Compare dialog appears after performing one of the following actions:


1. Navigate to **Tools** → **Compare Cost Reports**:



2. This dialog appears and an "Earlier" 1921 and a "Later" 1921 must be chosen through the [Select Reports to Compare](#) dialog:

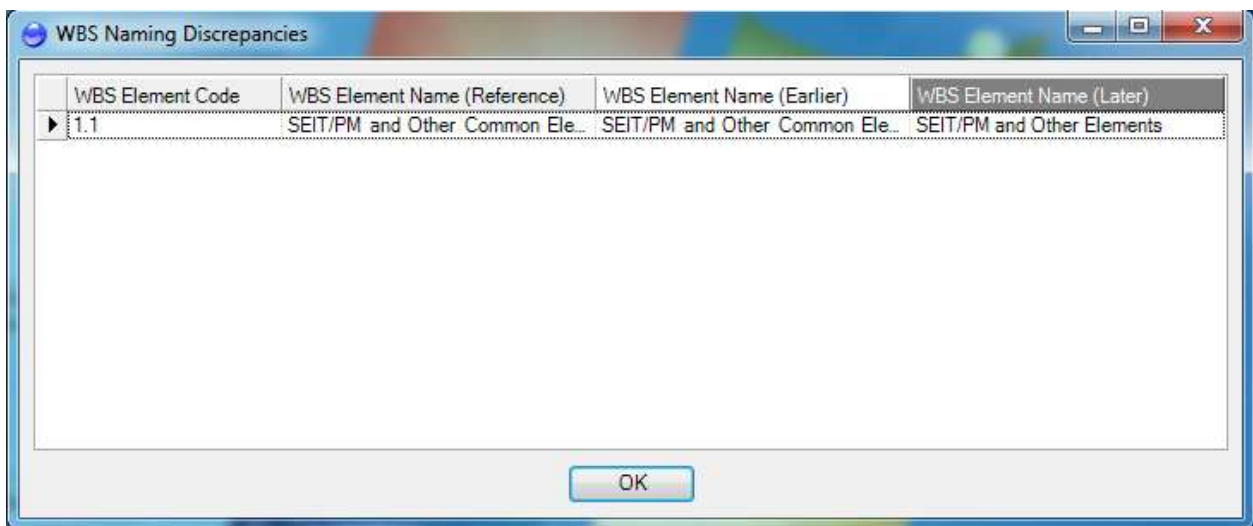


3. The plans and cost reports which are open in cPet are listed. Choose which contract plan will be used for comparison. Select the **Earlier Report** and **Later Report**. cPet will pre-select the Earlier/Later Report based on the Report As Of date. If you reverse this selection, cPet will highlight the check boxes in pink.
4. Click OK after you have decided which documents to compare. Depending on your selection, the [1921 Cost Report Comparison](#) window or the [1921-1 Cost Report Comparison](#) window will open.

 *Tip: You can select 1921's of either document version (2003, 2007, or 2011). However, 1921-1's must both be of the 2007 or 2011 version. Any 1921-1's of the 2003 version will have check boxes that are disabled in the [Select Reports to Compare](#) dialog.*

3.2.6.4 WBS Naming Discrepancies

The WBS Naming Discrepancies dialog pops up after clicking on a WBS element hyperlink in the [1921 Cost Report Comparison](#) or [1921-1 Cost Report Comparison](#) window. The purpose of this dialog is to show how the WBS element name is not consistent across the contract plan, the Earlier report, and the Later report. See the example below:



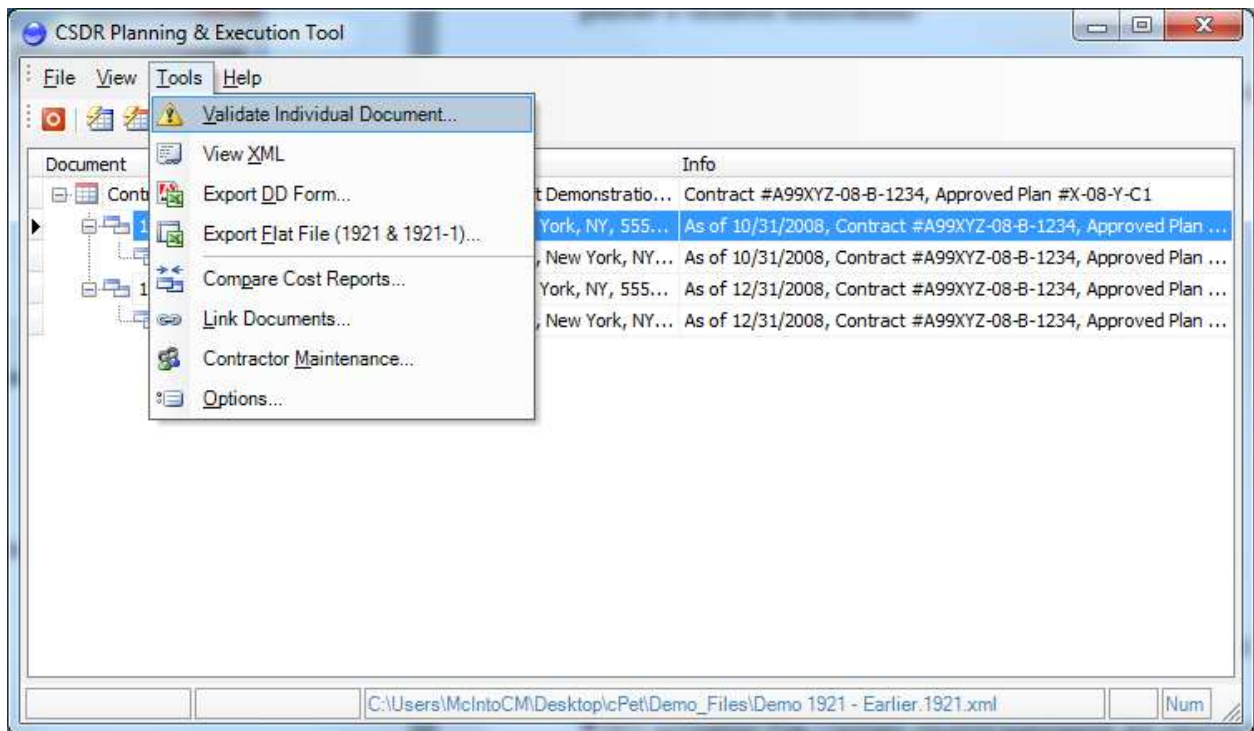
3.2.7 Cost Report Validation

Cost reports can be validated in cPet as individual documents, or they can be validated as an entire submission.

3.2.7.1 Single Report Validation

To validate a single cost report, right click on the document, and select **Validate**.

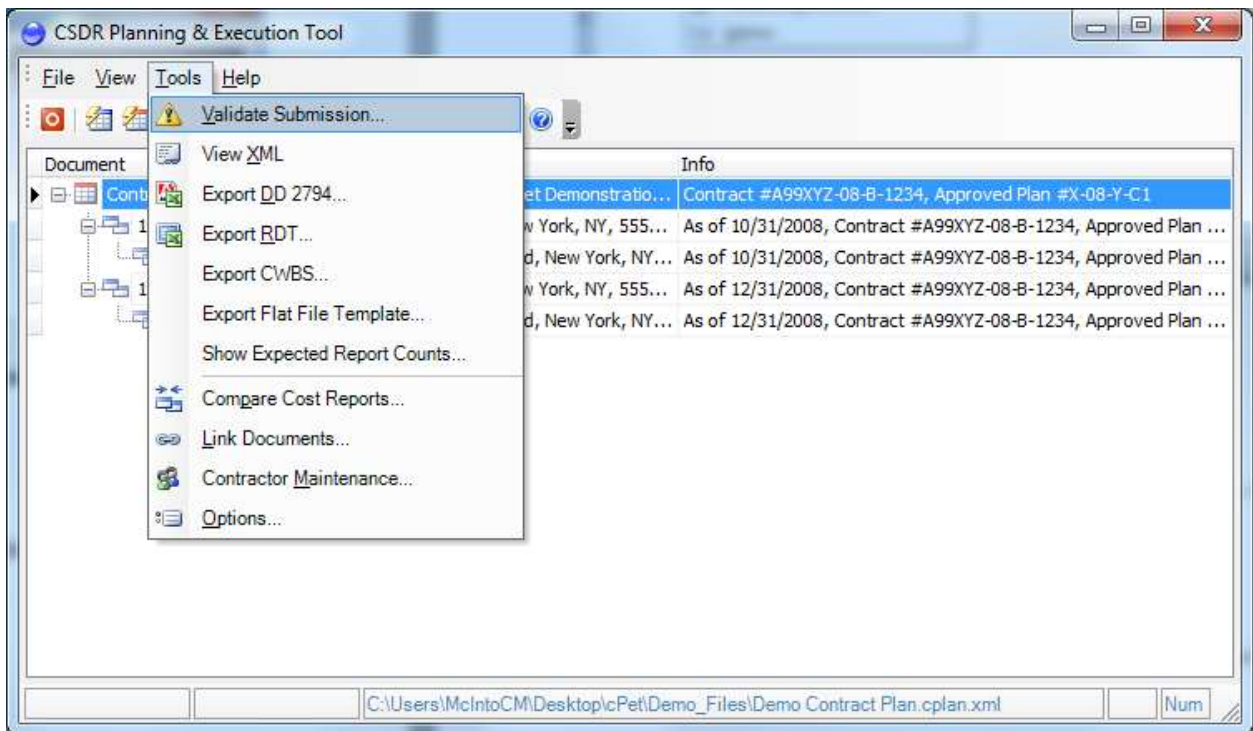
The user can also validate a single cost report by navigating to **Tools → Validate Individual Document**:



3.2.7.1 Submission Validation

A submission can be validated in one of two ways:

1. In the main window of cPet, select a contract plan and click **Tools → Validate Submission**:



- OR right click the Contract Plan, and select **Validate Submission**.
2. Once **Validate Submission** has been selected, the user will be asked to select the submission event and the corresponding files, and click “OK”:

Validate Submission

Available Contract Plans and their Submission Events:

Event #	Event	As Of Date	Due Date
- Contract Plan: Approved Plan #X-08-Y-C1, Contract #A99XYZ-08-B-1234, "Demo" ABCD...			
1	Initial Review	6/30/2006	8/31/2006
2	Preliminary Design Review (PDR)	10/31/2007	1/31/2008
3	Critical Design Review (CDR)	10/31/2008	1/31/2009
4	Initial Operational Capability (IOC)	10/31/2009	1/31/2010
5	Final Review	1/31/2010	3/31/2010

Closest available cost reports:

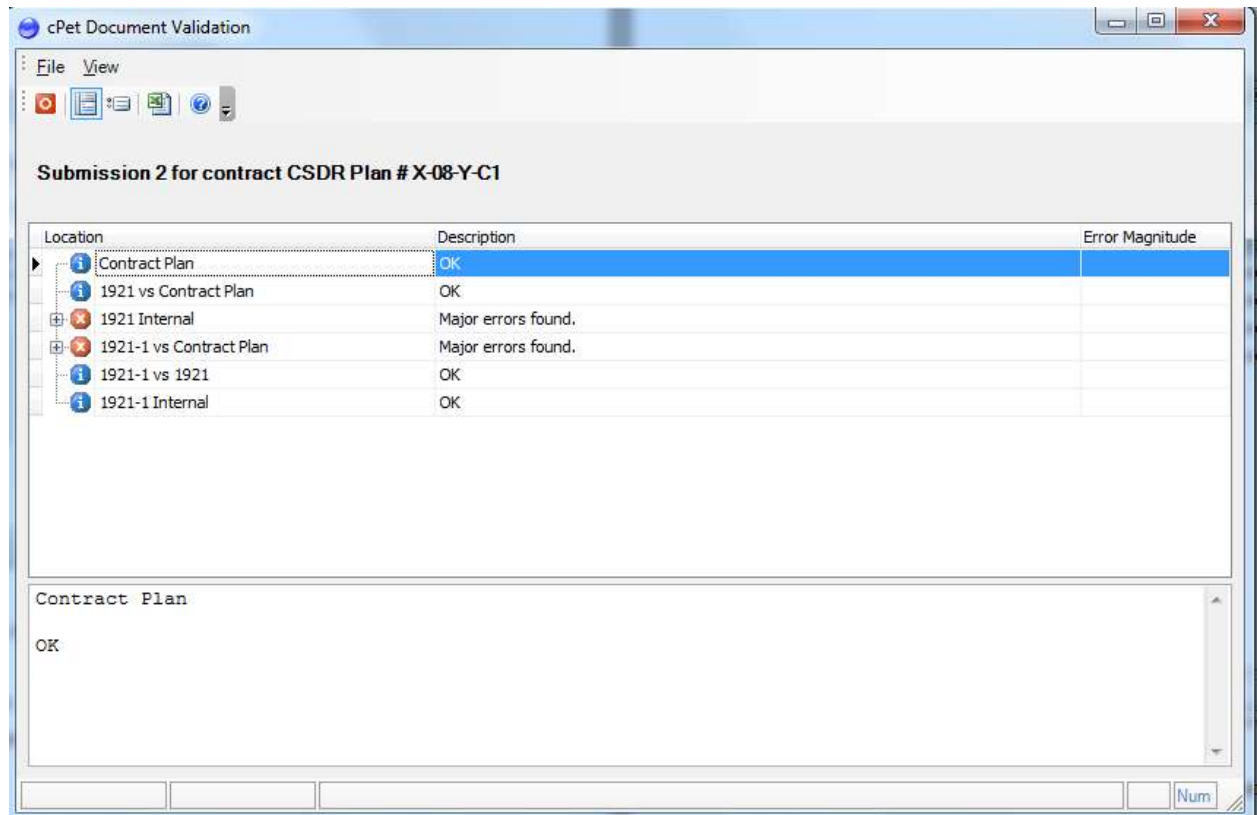
1921 As of 10/31/2008, Contract #A99XYZ-08-B-1234, Approved Plan #X-08-1 ...




1921-1 As of 10/31/2008, Contract #A99XYZ-08-B-1234, Approved Plan #X-08-1 ...

1921-2 ...

OK Cancel

- Next, the validation results will be displayed for the 1921, and the 1921-1:




4. The following icons indicate the severity for each validation:
 - a.  OK - No problems
 - b.  Warning - Moderately significant problems
 - c.  Error - Severe problems
5. The validation results may be grouped in the following six categories:
 - a. [Contract Plan](#) (includes errors regarding blank codes or repeated elements on the contract plan's WBS Editor itself)
 - b. [1921 vs Contract Plan](#) (validates required/nonrequired and reported/missing elements)
 - c. [1921 Internal](#) (validates numeric data within the 1921)
 - d. [1921-1 vs Contract Plan](#) (validates required/nonrequired and reported/missing elements)
 - e. [1921-1 vs 1921](#) (compares data in the 1921-1 against the 1921)


- f. [1921-1 Internal](#) (validates numeric data within the 1921-1)




6. The dialog is laid out in three columns: The Location, Description, and Error Magnitude:

- a. The **Location** column displays the validated item.
- b. The **Description** column lists the type of error found. Click on an error to view the associated details in the **Reading Pane** at the bottom of the window.

You can hide this Reading Pane by clicking the  icon at the top of the dialog.

- c. The **Error Magnitude** represents the difference between related costs.

 *Tip: For these numeric validations, only the error with the greatest magnitude will be reported for each WBS Element (and for each page, if relevant). In fixing the major error, many smaller errors will most likely be fixed as well.*

- 7. Click the Filter icon  to sort the validation results by Location or by Error Magnitude. Results are listed by Location by default, which means that within each category, the errors appear in order of their WBS Element Code. If you choose to sort by Error Magnitude, then the numeric errors will be listed with the error of largest magnitude first. Click **Hide Warnings** to hide the warnings  and only display the errors .

- 8. The information found in the Validation Results can be exported to Excel by clicking




3.2.8 Export Cost Reports

After creating a program plan or contract plan, the document can be exported to PDF or Excel. This feature generates a copy of all the information stored in cPet. The result is a duplicate of what the plan would look like using the DD2794 format.

1. **Export to Excel** to view the plan in an Excel format.
2. **Export to PDF** to view a PDF version of the plan.


Click **Immediately view exported file** if you want to view the document after the export has been generated.

 *Tip: Plans that were exported to Excel can also be imported back into cPet.*

3.3 General Dialogs

3.3.1 Open File

The Open dialog allows you to select and open a plan or cost report that has previously been imported or created. The document must therefore be in XML format.

The Open dialog can be reached through **File → Open**, or by clicking on the  icon on the toolbar.

3.3.2 Linking Documents


The Link Documents Dialog provides a method for rearranging plans or cost reports. The following type of documents can be linked together:

- ▶ Program plan and contract plan
- ▶ Contract plan and subcontract plan


► Contract plan and 1921

► 1921 and 1921-1

1. To link a Contract Plan to a Program Plan, click on each document in the Link Documents Dialog. The document names will be displayed at the bottom of the dialog.
2. Click **Link** when you have selected the appropriate plans. The contract plan will now be indented under the program plan.
3. To link a Subcontract Plan to a Contract Plan, first click the prime Contract Plan and then click the Subcontract Plan. The document names are displayed at the bottom of the dialog under "Parent" and "Child." Click **Link**. The subcontract plan will now be indented under the prime contract plan.

 *Tip: The order that the plans are selected is important. If you first click on a subcontract plan and then click on the prime contract plan, the prime will be incorrectly indented under the sub.*

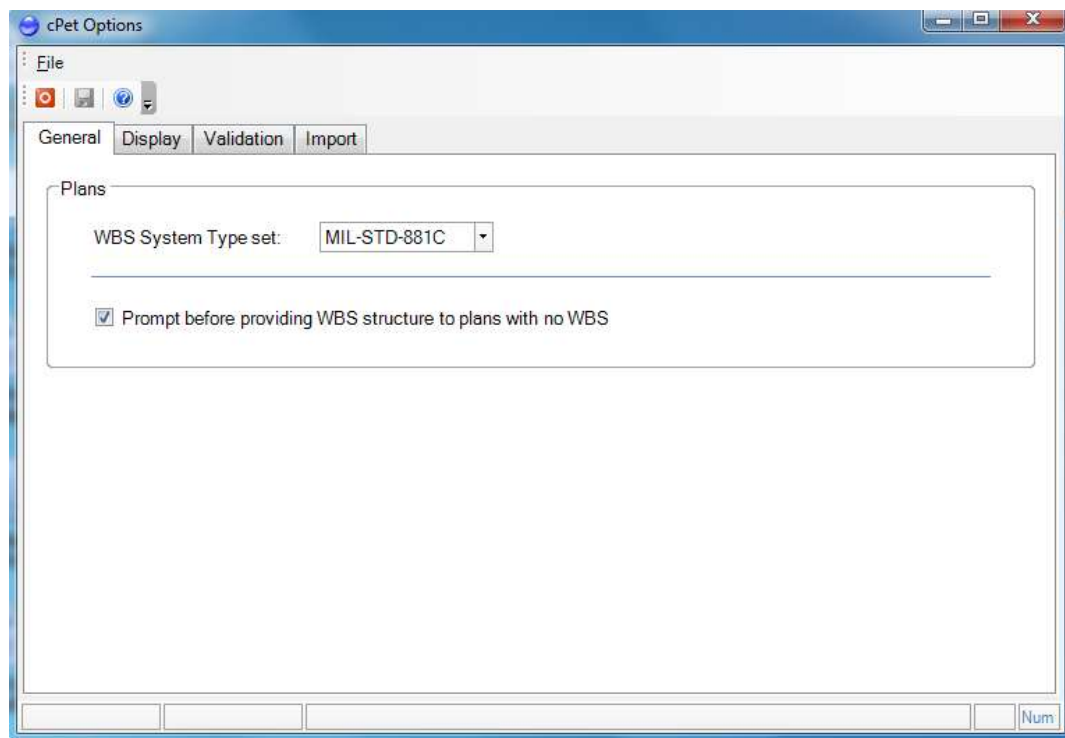
4. Follow a similar procedure to link a 1921 to a contract plan, or to link a 1921-1 to a 1921.

 *Tip: Documents can also be linked directly by dragging and dropping them within the main window of cPet. See [Linking Documents](#) for more information.*

3.3.3 Options

3.3.3.1 General Options

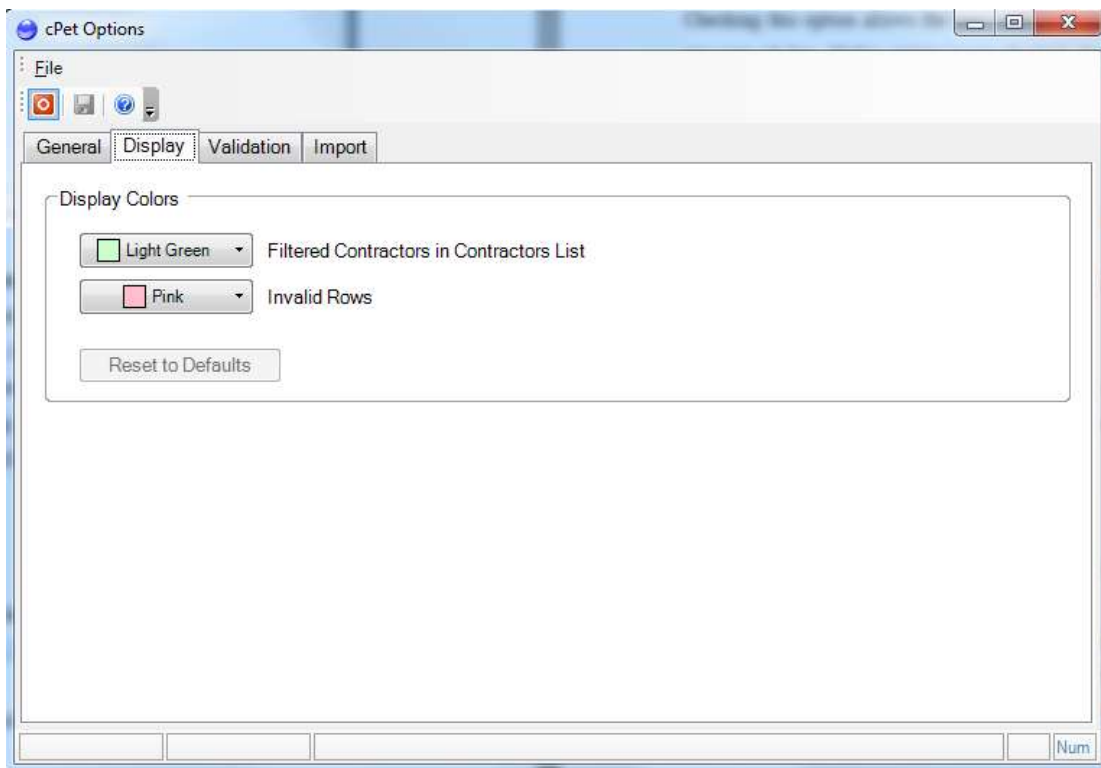
1. **WBS System Type:** Set the default WBS System Type (MIL-HDBK-881A or MIL-STD-881C). This option affects which WBS System Type is auto-selected when the [Basic Info](#) or the [WBS Editor](#) is opened:



2. **Prompt before providing WBS structure to plans with no WBS:** When a new plan is created and a Weapon System Type is selected, cPet will ask the following question upon opening the WBS Editor: "Should cPet fill in the Program/Contract Plan's empty WBS structure with the standard WBS structure for plan's weapon system type?" Clicking Yes will generate a list of elements according to the chosen Weapon System Type as specified in the [Basic Information](#). Clicking No will leave the WBS Editor blank.

3.3.3.2 Display Options

1. **Filtered Contractors in Contractors List:** Changes color of filtered contractors in the [Contractor Selection](#) list or in [Contractor Maintenance](#).
2. **Invalid Rows:** Changes color of invalid rows in the Submission Events, WBS Editor, and RDT:

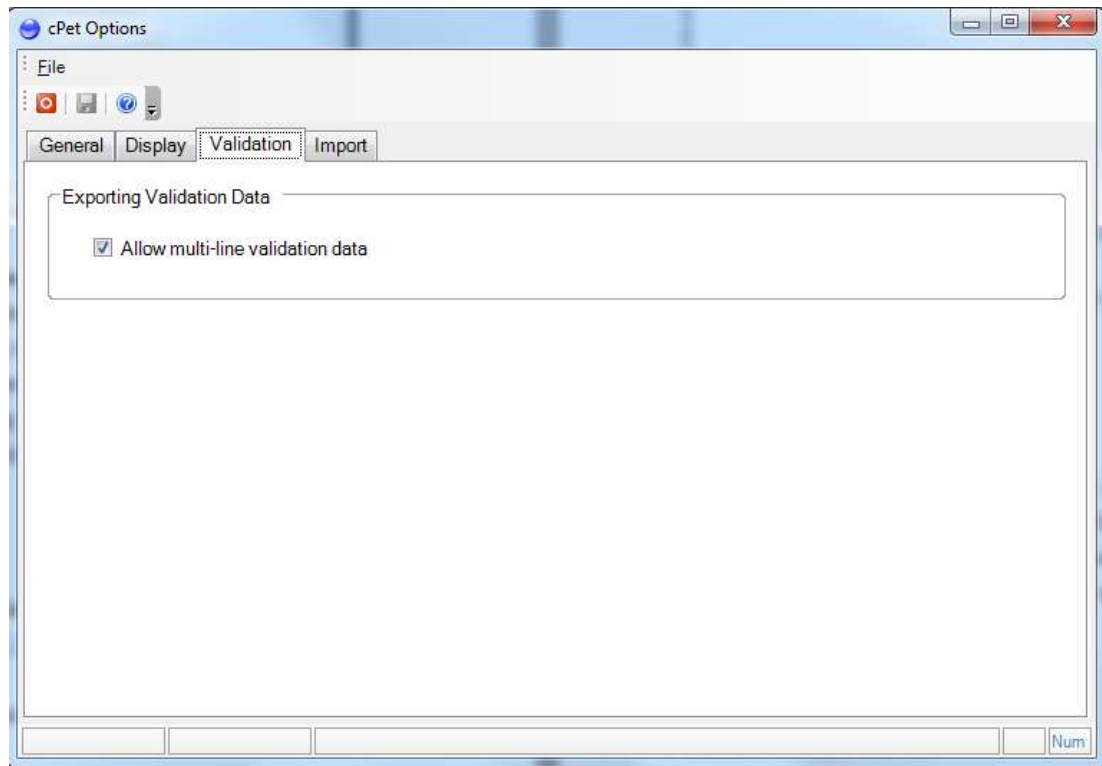


3. **Reset to Defaults:** After changing one or more display colors, click this button to reset back to the default colors.

3.3.3.3 Validation Options

1. **Allow multi-line validation data:** This option changes the display of the validation results data that are exported to Excel. Checking this option allows the row width to

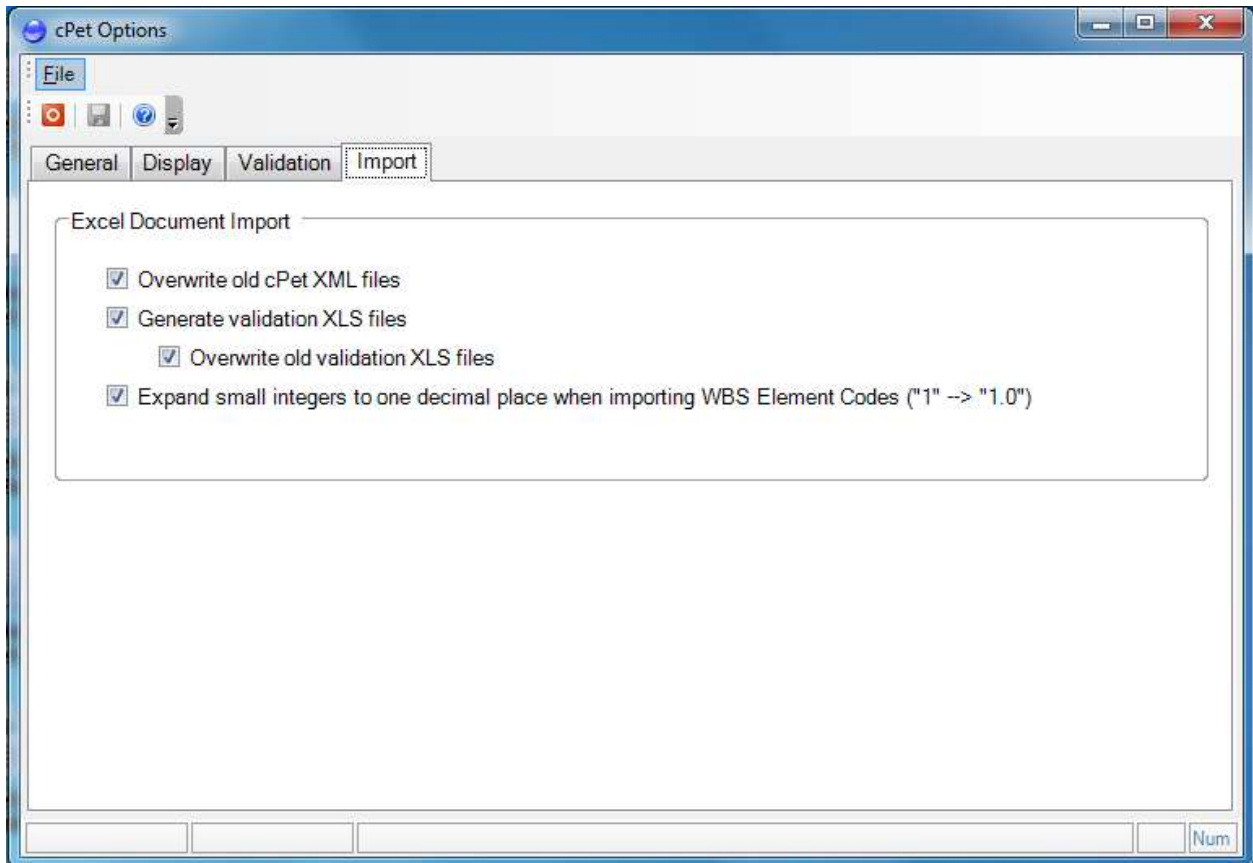
expand in Excel to accommodate entries with large amounts of data. If this option is not checked, then the columns are made wider to display all the data on one line:



3.3.3.4 Import Options

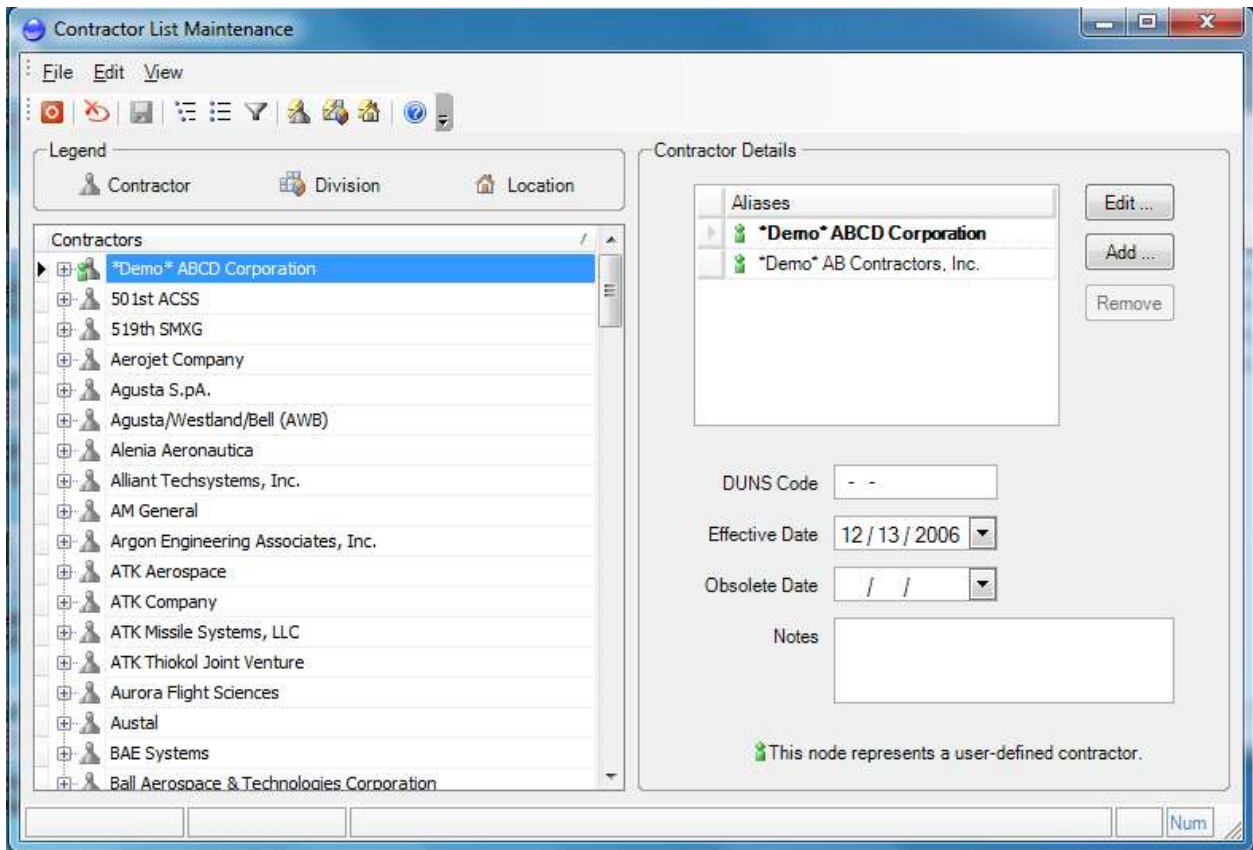
1. **Overwrite old cPet XML files:** Replace XML files when a plan or cost report is imported more than once.
2. **Generate validation XLS files:** When a document is imported, a validation file is generated in Excel. This file is a replica of the plan or cost report, except with errors highlighted in orange, and successfully imported areas marked in green.
3. **Overwrite old validation XLS files:** Replace validation XLS files when a plan or cost report is imported more than once.

4. **Expand integers to one decimal place when importing WBS Element Codes ("1" --> "1.0"):** cPet expands the WBS Element Codes for program plans and contract plans to one decimal upon import. If “1,” “2,” or “3” are listed on the Excel file for instance, then these numbers will be displayed as “1.0,” “2.0,” “3.0” in the WBS Editor:

















3.3.4 Contractor Maintenance



The Contractor Maintenance, under **Tools → Contract Maintenance**, allows you to add, edit, or delete contractors on the [Contractor Selection](#) list. However, changes to the contractor list will only be reflected in your own copy of cPet. The Contractor Maintenance feature exists for the convenience of the user:



1. Use the toolbar icons to manage the contractor list:

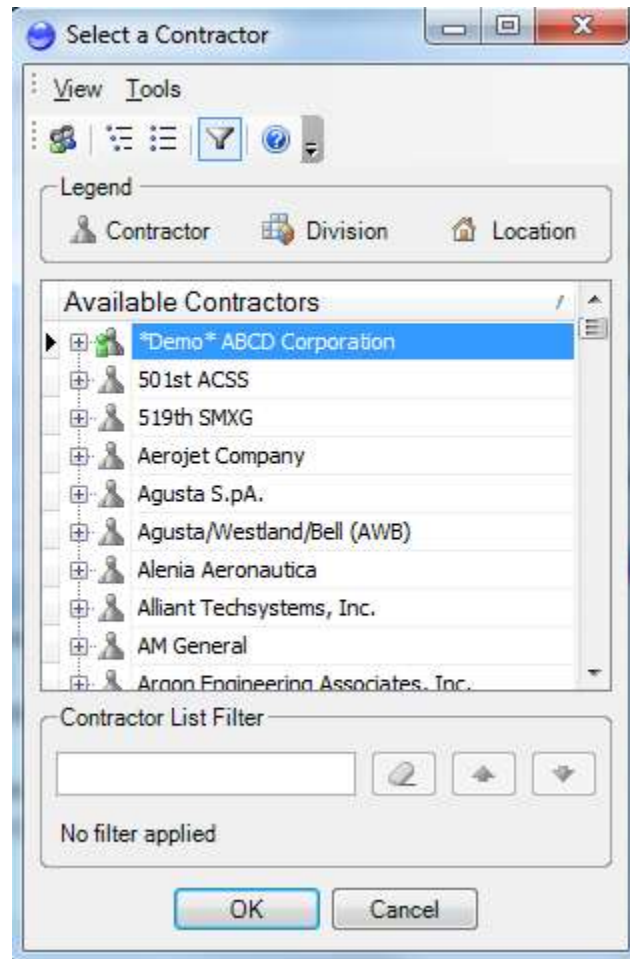
- a.  Delete a contractor, division, or location. Notice that you can only delete entries that you created.
- b.  Expand the list – View all of the divisions and locations under each contractor
- c.  Collapse the list – Display just the contractor names
- d.  Display the filter feature – Search for a contractor by typing in keywords
- e.  Add a contractor – Add a new contractor to the list
- f.  Add a division – Add a new division under the selected contractor
- g.  Add a location – Add a new location under the selected division




2. The **Legend** shows that the  icon represents a contractor's name, the  icon represents the contractor's division, and the  icon represents the contractor's location.
3. The **Contractors** column displays all the contractors currently available in the user's [Contractor Selection](#) list.
4. The **Contractor Details** displays the information relevant to the selected contractor. When adding a new contractor, you may choose to fill in the **DUNS Code**, the **Effective Date**, the **Obsolete Date**, and the **Notes**.
5. Use the **Filter** to search for contractors within the list (click  to display the filter). The filtered contractors are highlighted in the color specified by the cPet Display [Options](#). The following icons may be helpful:
 - a.  Clear filter field
 - b.  Move to the previous entry in the filtered list
 - c.  Move to the next entry down in the filtered list

 *Tip: New contractors appear green* 
6. The user has the option to export the contractor list. Click **File → Export User-Defined Data** to save an XML copy of the contractor list (including user-added contractors). If you later install a different version of cPet, you may wish to import this data to retain information regarding contractors, divisions, and locations you may have added. Click **File → Import User-Defined Data** to import the contractor list that was previously exported.


3.3.4.1 Contractor Selection




Within the RDT dialog, contractors can be added to a Program, Contract, or Subcontract Plan via the following dialog:







1. The **Legend** shows that the  icon represents a contractor's name, the  icon represents the contractor's division, and the  icon represents the contractor's location.
2. To select a contractor, search the **Available Contractors** list for the desired contractor, division, and location. If the contractor you want is not on the list, refer to the [Contractor Maintenance Dialog](#) to add that contractor.

3. Click **Add** to assign a contractor. If you are viewing the Contractor Selection Dialog of a contract plan, then clicking the Add button will add a subcontractor, which will appear indented under the contractor for the plan.
4. Click **Remove** to remove the contractor from the Selected Contractors list.
5. Click **Replace** to replace the contractor on the Selected Contractors list with the chosen contractor on the Available Contractors list.







 *Tip: If you change the chosen contractor in the Contractor Selection Dialog, then the contractor information will update accordingly in the [Basic Information](#) as well, and vice versa. The two dialogs will remain in sync.*

6. When you create a new contract plan, "TBD" will appear in the contractor field. Go to the Contractor Selection dialog to search for the appropriate contractor in the Available Contractors list. Click Replace to update the TBD contractor with the actual contractor.
7. You can define a **Short Name** for each contractor. This abbreviated name will appear in the Contractor column on a PDF export (does not apply to 2011 DD 2794 version). See [Exporting Plans](#) for more details.
8. Use the **Contractor List Filter** to quickly find the desired contractor by typing in a few keyword and using the icons below. The filtered contractors are highlighted in the color specified by the cPet Display [Options](#):
 - a.  Clear filter field
 - b.  Move to the previous entry in the filtered list of contractors
 - c.  Move to the next entry in the filtered list of contractors



9. The following icons may be useful in managing the contractor list:

- a.  Expand the list – View all of the divisions and locations under each contractor
- b.  Collapse the list – Display just the contractor names
- c.  Move the selected contractor up in the list
- d.  Move the selected contractor down in the list

10. The **Legend** with the Available Contractors list contains the following icons:

- a.  Displays contractors from the Available Contractors list
- b.  Displays Anonymous contractors (i.e. Contractor TBD) that the user added with the icons  or 
- c.  Displays Faulty contractors (i.e. contractors that are not on the Available Contractors list). These faulty contractors may be the result of removing a contractor through [Contractor Maintenance](#), so the contractor in question does not appear on the Available Contractors list anymore. Use the  icon to attempt to repair faulty contractors. In addition, contractors of imported plans will have the warning sign until you map them to cPet defined contractors.

11. Contractors added by the user through Contractor Maintenance will appear green 

12. The ***Demo* ABCD Corporation**  can be used as a temporary contractor if you are unsure which contractor to use. This contractor's function is the same as that of an anonymous contractor .

4 Previous Version Notes

cPet Version 2.4 (October 31, 2012)

1. Added support for 1921-3 validation
2. Added support for 1921-2, including the following:
 - a. XML schema (i.e. file format)
 - b. XML import/export
 - c. Excel DD Form import/export
 - d. Graphical User Interface for viewing/editing data in cPet
 - e. 1921-2 flat file import/export
 - f. 1921-2 Validation
3. 2011 plans exported as Excel DD 2794 now paginate correctly for better printing formats
4. “Number of Units” fields now import correctly from Excel for 2011 version 1921 and 1921-1, allowing them to be validated

cPet Version 2.3 (February 1, 2012)

1. Added support for importing and creating new plans and cost reports of the 2011 DID version.
2. Contract plans can now be imported or created without the presence of a program plan open in cPet.
3. In previous versions of cPet, WBS elements on a contract plan’s WBS Editor were highlighted green (by default) if the elements also appeared on the program plan. This green highlighting no longer occurs.
4. The “Edit > Insert WBS from Existing Plan” command on a contract plan’s WBS Editor has slightly changed. In previous versions, this command would insert only those WBS elements that were checked on the program plan’s RDT. In Version 2.3, the entire program plan’s WBS is inserted.
5. There are a few options for creating a new plan: creating a plan from scratch and cloning an existing plan. For a new contract plan, there is also the option to create the plan based on a parent plan's RDT.

6. It is not necessary to select a contractor before importing or creating a contract plan.
7. There is a single menu item to import or create a contract plan or subcontract plan. For 2007 and 2011 documents, users can change the Plan Type to “Subcontract” in the Basic Info window to differentiate from the Prime Contract.
8. The “Contract Information” tab is added to the Basic Info window for contract plans. This tab includes information such as the contract number, contractor name, organization, division, and (for the 2011 version) the appropriation and DD 1921-3 required report check box.
9. Added support for importing a contractor’s name, division, and location from the DD 2794 Excel file. Users do not have to select a contractor in cPet before importing a contract plan.
10. When a new contract plan is created, the contractor name will appear as “TBD” until the user updates the name under View > Contractors.
11. Provided the option to set the WBS System Type to MIL-HDBK-881A or MIL-STD-881C.
12. Added support for importing 1921-3s.
13. Added new validation rules for 1921s:
 - a. The contract price must be a number, empty, or "N/A."
 - b. The contract ceiling must be a number, empty, or "N/A."
 - c. The summary element "Reporting Contractor FCCM" must have a non-zero Total At Completion cost.
 - d. The Systems Engineering/Program Management WBS element must have a non-zero Total At Completion cost.
 - e. If the Report Cycle on the 1921 Basic Info is marked as "Final," then the summary element "Reporting Contractor Undistributed Budget" Total At Completion cost must be zero.
 - f. If the Report Cycle on the 1921 Basic Info is marked as "Final," then the summary element "Reporting Contractor Management Reserve" Total At Completion cost must be zero.

- g. If the Report Cycle on the 1921 Basic Info is marked as "Final," then the summary element "Total Price" Total To Date cost must be at least 95% of the Total At Completion cost.
 - h. If the Report Cycle on the 1921 Basic Info is marked as "Final," then the root element (e.g. top level element) To Date cost must be at least 95% of the At Completion cost. This rule applies to Nonrecurring, Recurring, and Total costs.
 - i. The Total Price at Completion should equal the Contract Price. However, if the Contract Ceiling is provided, then the Total Price should be between the Contract Price and Contract Ceiling. If neither of these scenarios is true, then Remarks should be reported.
- 14. Added new validation rules for 1921-1s:
 - a. If there are costs on Line 18 "Total Direct-Reporting Subcontractor Dollars," then an explanation should be provided in the Remarks section.
 - b. If Line 20 "Other Costs Not Shown Elsewhere" is greater than or equal to x% of Line 21 "Total Cost," then an explanation should be provided in the Remarks section (the actual percentage depends on the document version).
- 15. Added command to update 2007 cost reports to 2011 versions
- 16. Updated validation memo
- 17. Updated the Narrative Text default headings for contract plans to be:
 - a. Non-Recurring/Recurring Definitions
 - b. Cost Accounting Standards (CAS) Disclosure Statement Differences
 - c. 1921-3 Contractor Business Data Report
 - d. ** (if required) 1921-2 Progress Curve Report
- 18. Treat WBS elements whose siblings are all N/A as single child elements. One validation condition is that an element should not be the single child of another element. The definition of "single child" is broadened to include any non-N/A element whose siblings are all N/A.

1. Added support for importing 2007 Excel files (xlsx).
2. Removed warning from 1921 validation: "Non-required reporting element omitted from 1921."
3. * Added 1921 and 1921-1 validation warning that flags negative figures.

cPet Version 2.2 (November 2009):

1. Added a new "Flat File" import/export feature. Data can now be imported from a standard flat file format into cPet. Also, data already read into cPet can be exported into the flat file format.
2. The Program Name for contract plans is now editable within cPet.
3. Added a new validation rule for 1921's: cPet will report a warning if there is zero cost in the Total At Completion column for either the "Reporting Contractor G&A" summary element or the "Reporting Contractor Profit/Loss or Fee" summary element.
4. Updated 2003 DD 1921-1 quantity validation.
5. Removed document-level Remarks field from Basic Info of 1921-1. Added Remarks field for each WBS Element on the Cost Data of the 1921-1.

cPet Version 2.1 (June 2009):

1. Added functionality to export a 1921 and a 1921-1 to Excel
2. Added 1921 and 1921-1 Cost Report Comparison feature
3. Added import warnings for missing summary elements on plans
4. Added Cut/Copy/Paste commands in WBS Editor. WBS Elements can be pasted in Excel, and likewise, elements from Excel can be pasted in the WBS Editor
5. Added "Free Edit Mode" in WBS Editor. In Free Edit Mode, parent/child relationships among WBS elements are relaxed so that individual elements can be indented and moved without changing the indentation or position of other elements.

cPet Version 2.0 Production (January 13, 2009):

1. Moved fields for Total Est. Contract Value and Software Contract Value from the Basic Info to the RDT. This change relates to both the program plan and the contract plan.
2. On DD 2794 plan exports, the N/A will now appear in the 1921 column (instead of the CWBS column) for WBS elements that do not require cost reports.
3. Added a warning for blank contract numbers in the Conversion Results when importing contract plans.
4. Added up/down toolbar buttons in the Narrative Text on the plan Basic Info windows.
5. Added Expand/Collapse All commands to the WBS Editor.
6. Modified the DD 2794 Excel export so that text in fields such as the Preparing Organization wrap.

cPet Version 2.0 Beta (November 5, 2008):

1. Fixed tools used to create a 1921/1921-1 Excel template. The user can now export the cost data from a 1921/1921-1 to an Excel template, which can readily be imported into cPet. See the updated help topics “Creating a 1921” and “Creating a 1921-1” for details (found under Tutorials>Cost Reports).
2. Changed summary element validation for 2003 1921. If all the subcontractor summary elements are blank/zero, then [Root WBS Element] = Total Cost (Less Reporting Contractor G&A & Profit or Fee). See the help topic “Validation Rules” for more information.
3. Changed 1921 validation results to include WBS element code for the error, “Child elements do not sum to parent element correctly.”

5. References and Useful Links

DCARC Website:

<http://dcarc.cape.osd.mil/>

[Cost and Software Data Reporting \(CSDR\) Manual \(DoD 5000.04-M-1\)](#)

[CSDR Overview and Policy](#)

DD 2794 Links:

[DD Form 2794 Instructions and Blank Template](#)

Cost Report Links:

[DD Form 1921, 1921-1, 1921-2 and 1921-3 Data Item Description and Blank Templates](#)

6. Glossary

1

1921: The DD Form 1921 (known as "Cost Data Summary Report") provides both recurring and nonrecurring costs for certain WBS Elements on a contract plan. A 1921 can be imported under a contract plan or subcontract plan.

1921-1: The DD Form 1921-1 (known as "Functional Cost-Hour Report") provides recurring and nonrecurring costs. The 1921-1 data correlates with the 1921 data, except that the 1921-1 provides a more detailed breakdown of costs. A 1921-1 can be imported under a 1921.

B

Basic Information: Displays the header fields for a plan or cost report. Can be accessed by clicking View > Basic Info.

C

Child Element: Refers to a lower level item that is indented under a parent element. In the WBS Editor, an element that is an only child (i.e. an element that has no sibling elements) will be marked red.

Contract Plan: A contract plan includes the data reporting requirements for a particular contractor. Multiple contract plans can be imported under a single program plan. Alternatively, several subcontract plans can be imported under one prime contract plan.

Contractor Maintenance: Add, edit, or delete contractor names, divisions, or locations from the Contractor Selection list. Changes will be saved only in the user's copy of cPet.

Contractor Selection: Displays a list of available contractors. A contractor must be selected before a contract plan is imported under a program plan. Similarly, a contractor must be selected before a subcontract plan is imported under a prime contract plan.

Conversion Results: Displays a list of errors found upon importing a plan or cost report.

Cost Data: Cost data is presented on a recurring/nonrecurring basis on a 1921 or 1921-1. The cost data can be viewed by clicking the \$ icon on the toolbar of cPet's main window.

Cost Report: Refers to a 1921 or 1921-1.

Cost Type: The Cost Type may be either Non-Recurring, Recurring, or Total.

E

Export: The user can export a plan to PDF or Excel. If the plan is exported to PDF, the document follows the DD 2794 format.

F

Flat File: Displays cost report information in an Excel file. Data from a cost report in cPet can be exported to a Flat File. The user can then edit this information in Excel and import back into cPet.

I

Import: Convert an Excel file to an XML file and view using cPet.

L

Link Documents: Associate one plan with another. For example, a contract plan can be linked to (or indented under) a particular program plan.

M

MIL-HDBK-881 Appendix: See Weapon System Type.

N

Narrative Text: Enter the information found at the bottom of the DD Form 2794 in the Narrative Text tab of the Basic Info window. Default headings for a program plan are Program Overview, Contracting Approach, and Quantity Overview. The default heading for contract plans is "Special Contractor Instructions." However, any of these headings can be modified or deleted, and additional headings can be added.

O

Open: The Open command allows you to open a previously imported file (in XML format).

P

Parent Element: Refers to the top element in a hierarchical structure. A parent element has children elements indented at lower levels.

Prime Contract Plan: The prime contract plan acts as the parent plan for one or more subcontract plans. The prime contract plan is imported directly under the program plan.

Prime Contractor: The prime contractor is equivalent to a parent contractor. Multiple prime contractors can be assigned to a program plan. A prime contract plan is imported or created under a prime contractor. See "Subcontractor" for comparison.

Program Plan: A program plan includes the data reporting requirements for the complete program. A program plan can have several contract plans and subcontract plans.

R

RDT: Displays the WBS Elements assigned to a particular contractor. Useful when creating a contract plan. If a program plan's RDT is filled in, the contract plan's WBS Editor can be auto-completed.

S

Sibling Element: Refers to an element that exists at the same level as another element in a hierarchical structure.

Subcontract Plan: A subcontract plan is indented under a prime contract plan. Multiple subcontract plans may be imported under one prime contract plan.

Subcontractor: A subcontractor is the child of a prime contractor. Add several subcontractors to a contract plan before importing or creating subcontract plans.

Submission Events: Displays the Submission Events, their dates, and the required forms for each.

Summary Elements: Refers to the items following the WBS elements on a contract plan. These items are not assigned a WBS element code. For 2003 plans, these are "Subcontractor G&A" through "Total Cost (Through Reporting Contractor's G&A & Profit or Fee)." For 2007 plans, these are "Subtotal Cost" through "Total Price."

V

Validation: Verifies that the cost reports present accurate data that is required by the contract plan's submission events. Cost reports are validated according to completeness, consistency, and numerical accuracy.

W

WBS Editor: Displays the WBS Elements, their item numbers, and the required forms for each.

Weapon System Type: The Weapon System Type provides a basis for the elements in the WBS Editor. The Weapon System Type must follow one of the nine MIL-HDBK-881 specifications: Surface Vehicle System, Space System, Sea System, Ordnance System,

References

Missile System, Electrical/Automated Software System, Aircraft System, UAV System, or System of Systems.